

Analysis and Treatment of the JC Hanks Manuscript Collection

Research Thesis

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By

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“What is important about books and serials is that moving digital surrogates and newly produced works to the network level generates aggregations operating at a scale that advances existing lines of inquiry and opens new ones and makes scholars and students more productive, even when using individual works. These same criteria must form the heart of the value proposition for special collections.”

—Donald J. Waters in “The Changing Role of Special Collections in Scholarly Communications.” *Research Library Issues* (A bimonthly report from ARL, CNI, and SPARC), no. 267 (Dec. 2009): 35-36

Abstract

Medieval manuscript codices, fragments, documents, and leaves are valuable additions to any library's special collections department. Their inherent qualities categorize them somewhere between public use collections and museum-like artifacts. Their complex existence in a library setting and physical characteristics can cause innumerable difficulties in processing. Institutions across the globe approach these materials in a variety of manners, but in all cases manuscript access and preservation is a necessary, challenging, and unique process from other collection items. This research focuses on a group of fifty-four medieval legal documents, purchased by a local manuscript collector, which were recently put on long term deposit in the Ohio State University Libraries Special Collections Rare Books and Manuscripts Library (RBML). No information regarding provenance was available upon purchase, and no work towards cataloging these documents had been accomplished preceding this project, providing a ripe opportunity to engage in incorporating these materials into the RBML. This research sought to analyze and assess the characteristics and efficiency of the Rare Books and Manuscripts Library as it relates to this specific group of documents and overall special collection access. In addition, this research underlined the importance of collection care by conducting a condition assessment of these documents and proposing a strategy for preservation via remedial treatment.

Keywords: *Library Sciences, Medieval Manuscripts, Parchment Conservation, Special Collections, Access*

INTRODUCTION

My involvement with the Ohio State University Libraries (OSUL) began in August 2015 when I began working in the OSUL Preservation Unit as a student assistant. My interest in working for the library began purely from a career building standpoint; I was initially interested in pursuing fine art conservation and sought to gain experience in the field by preserving library and archives materials. However, my employment as a student assistant led me to develop interest in more than just art conservation. In 2016, I began a ten week summer research fellowship through the University Libraries. My research focused on the conservation treatment of two extremely oversized medieval legal documents written on parchment. My adviser for this research was Dr. Eric Johnson, curator of Rare Books and Manuscripts of OSUL Special Collections. Throughout this project I gained practical experience with behind-the-scenes processes of special collections and ethical dilemmas of conservation. Through this research and my work in the preservation unit, the intricacies of the library system were brought to my awareness. I was immediately intrigued by the process of workflow, and amazed by the sheer amount of services provided by the libraries.

I had never given a prior thought to pursuing library science, but the possibilities for research and practice in preservation, especially in special collections, was of great appeal. I have since reconfigured my goals to follow my newfound passion for library sciences and library materials conservation. Special collections is an especially interesting division of the libraries in my opinion because of the multiplicity of collection material forms. The Ohio State University Libraries Special Collections consists of nine subdivisions: Billy Ireland Cartoon Museum and Library, Byrd Polar Research Center Archival Program, Hilandar Research Library, Lawrence and Lee Theatre Research Institute, Medical Heritage Center, Ohio Congressional Archives,

Rare Books and Manuscripts Library, The Ohio State University Archives, and the William Charvat Collection of American Fiction. Materials from the special collections range from, but are not limited to, costumes, diplomas, the entire collection of original Calvin and Hobbes cartoons, and fine art.

I was inspired to explore the characteristics of the Rare Books and Manuscripts Library for two reasons. First, most special collection materials of the University Libraries are readily accessible for in-person use as primary resources. I came to discover that this practice is common for many institutions, but is accompanied by a stimulating discussion of ethical and practical considerations. Second, a recent large influx of materials to the RBML is thanks to a single donor. The relationship between donor and library incites complexities in workflow, among other challenges. In addition, I wanted to follow the process of cataloging, assembling metadata, and assessing documents for damage. My research satisfied this purpose by focusing on a specific set of fifty-four medieval legal documents.

i. METHODS

This research serves a dual purpose to explore both library science and conservation, therefore a binary project format was the most appropriate approach. I began with a broad study of the complexities of manuscripts as library materials. Then I analyzed the OSUL RBML. I compared its policies and attributes to other institutions, and investigated the access of its collections as they related to the acquisition of a specific group of manuscripts. I placed a specific stress on the importance of collection care in access. This bridges to the second half of this research which is dedicated to a condition assessment and the determination of the best practice conservation treatment for these manuscripts.

Almost every library is structured and operates differently based on its collection size and institutional needs. Library materials therefore are not handled based on a standardized procedure. Librarians across the board are typically members of the American Library Association which outlines a code of ethics for librarian conduct, but this code merely provides a framework of behavioral suggestion and cannot dictate specific situations. Therefore, processes as mundane as book flow can vary widely from library to library. When the materials are non-traditional, such as a costume, painting, or a medieval manuscript, the handling process becomes more highly involved and less standardized.

Rare medieval manuscripts by themselves are complex library materials because they exist somewhere on a spectrum between museum artifact and library material. In other words, it is unclear how “usable” these items are. Should they sit on display, or be accessible for use? This incites an ethical paradox. When only used for display the materials are effectively preserved, but are kept from reaching their full potential as intellectual resources. Conversely, if made more accessible for use, the frequent handling of an archival object increases the odds of damage. Manuscript access dictates the need for preservation measures, which can open doors to a multitude of other ethical dilemmas.

By focusing on a newly deposited group of manuscripts in the OSUL RBML I hope to characterize the way in which OSUL handles these manuscripts, and propose a customized preservation treatment based on the intended access. The lifespan of this collection of manuscripts at Ohio State is representative of typical medieval documents in many libraries. The condition of these documents and the extent of descriptive record are in a state similar to many manuscripts living in libraries and museums across the world. My hope is that by examining the existence of medieval manuscripts as library materials at Ohio State University, other institutions

can relate their collections to those at Ohio State. This will conceivably encourage dialogue within themselves and with peer institutions to further develop manuscript handling and access procedure.

In summary, in the first half of this study I will discuss the traits of medieval manuscripts as interesting library materials. Then, I thoroughly examine how the Ohio State University Libraries RBML approach the acquisition and access of their rare manuscript collection. I will compare Ohio State's library system to other institutions within the United States, and make suggestions to improve or alter the system. In the second half, I discuss the life of a group of manuscripts before and after their acquisition by OSUL. Then I assess their condition and make treatment proposals for the collection based on their intended usage. This involves an in-depth discussion of parchment conservation procedures and considerations.

ii. SIGNIFICANCE

Medieval Manuscripts are important pieces of cultural heritage. They contain a profusion of information and opportunity for scholarship spanning a multitude of subjects including history, biology, chemistry, and literature. Their preservation is imperative to ensure long lifetimes and existence for future scholars. It is the responsibility of the stewards of any cultural heritage to protect and cherish these relics while simultaneously providing them openly. It would be unethical to hoard or lock away materials of this sort because they do not belong to any one person; history and culture belongs to the world.

Manuscript access, much like many other rare material access, must be facilitated in such a way that protects the documents while providing open availability. Similar to the way museums display works of art for viewing while concurrently protecting the pieces with security guards and environmental controls, manuscripts should have communal availability yet

omnipresent guardianship. Manuscripts are distinctly different than museum materials, however, because they cannot be sufficiently encountered by merely observing. Manuscripts are tactile objects with pages to be leafed through, unfolded, or unrolled, relating closely to library materials because of their tendency to be handled.

In order to determine the best way to approach manuscript access, those in possession of manuscripts, whether an institution or private collector, must be consistently, critically engaged in examining current methods of presentation and preservation, absolutely transparent in decision-making, and accepting of suggestion or criticism. The significance of this research is to provide transparency to the treatment of manuscripts at the Ohio State University Libraries, engage in the broad discussion of special collection access, and question where manuscripts fall in the spectrum between museum artifact and library material.

As a student of the Ohio State University and not an employee of the libraries, there was little leeway for me to induce change in the library system for the sake of experimentation. I could not do much more than observe the present system. However, this was a sufficient method for research analysis and did not present drawbacks. In addition, with only a general knowledge of library science and no preconceptions of the system, I was able to reflect on the system through unbiased eyes, providing a first impression and a fresh perspective. This was the ideal standpoint for gathering information and making an educational conclusion about the successes or failures of the systems at hand.

The investigatory research portion determined the need for conservation treatment of a specific collection of fifty-four manuscripts in the Ohio State RBML. The treatments were customized to fit the exact needs of these specific documents. This was a significant endeavor because the process developed for these documents will contribute to the greater profession of

conservation, allowing future conservators facing similar situations to reflect and expand upon my methods. Transparency in work and research is especially important as a conservator to ensure the best practice treatment of cultural heritage.

In summary, this study provides new ways of understanding special collections by using the Ohio State University Libraries as a touchstone of reference. This involves an investigation of their procedures and standards in handling rare books and manuscripts. The subject of this research is a specific collection of fifty-four newly acquisitioned manuscripts, used to illustrate the route followed by materials in the RBML towards access, provide a reference for discussion, and demonstrate the use of conservation treatment for the sake of collection care. The objectives of this research are to educate libraries on the ways by which they can improve their manuscript access and preservation, and to promote open dialog across institutions.

PART 1 | *Why are manuscripts complicated library materials?*

i. INTRODUCTION: WHAT ARE MANUSCRIPTS

According to the Handbook of Descriptive Cataloging of Rare Materials, rare materials are defined as “any materials that repositories have chosen to distinguish from general materials by the ways in which they house preserve or collect them. Rarity in the narrow sense of ‘scarcity’ may or may not be a feature of these materials.”¹ The term manuscript “includes unpublished textual items in handwriting, typescript, or computer printout... often of an ephemeral nature, generally not intended for publication and frequently separated from the context of their original production.”² Cataloging difficulties associated with medieval manuscripts and can be generally boiled down to the physical and decorative qualities which make them inherently complicated objects, too complicated to describe in the manner of modern published works. The objectives of cataloging medieval manuscripts are described by the Bibliographic Standards Committee to be as follows:

1. Users must be able to discern readily from the description that an item is a manuscript.
2. Users must be able to perform most identification and selection tests without direct access to the manuscript.
3. Users must be able to find, identify, select, and obtain a manuscript based on the description of its context.
4. Users must be able to investigate physical processes and post-production history exemplified in the manuscript described.³

¹ Bibliographic Standards Committee. *Descriptive Cataloging of Rare Materials*. Chicago: Association of College and Research Libraries, 2016.

² Ibid.

³ Martin, Dorothy V. "Use of Cataloging Techniques in Work With Records and Manuscripts." *The American Archivist* 18, no. 4 (October 1995): 317-36.

If the catalog record meets these objectives, ease of access is ensured.

A vast diversity of organizational record methods exist for fulfilling these objectives. For medieval manuscripts, archivists generally shy away from the terminology of “cataloging” and prefer “description” or “classification.”⁴ This is warranted as manuscripts present challenges which are simply not encountered in the cataloging or description of contemporary or published materials. It is inappropriate to place published material description standards on special collection items which are of a different species altogether. One example of a unique quality of archival materials, according to Dr. Jane Gertz of Penn State University, is “the need to identify and describe relations among records.”⁵ This is a prime component of archival theory and practice, but has no parallel in the cataloging of general collections.⁶ To simplify the act of distinguishing and recording a variety of forms, some institutions, as an alternative to documenting individual items, either note the number of materials within a larger collection, or record the physical presence of the collection, namely the number of containers or the linear footage taken up by the works.⁷ In addition, before a catalog record may even be made, each piece should be given a designated accession number and notes should be made that describe its acquisition.⁸

Special collections access is a recurring theme of this project, and it is clear considering the plethora of recent literature on the subject that access is a topic of renewed interest within the library profession. The influence of technology and a universal sense of responsibility to share

⁴ Gertz, Janet, and Leon J. Stout. "The MARC Archival and Manuscripts Control (AMC) Format." *Cataloging & Classification Quarterly* 9, no. 4 (1989): 5-25.

⁵ *Ibid.*

⁶ *Ibid.*

⁷ *Ibid.*

⁸ Martin, Dorothy V. "Use of Cataloging Techniques in Work With Records and Manuscripts." *The American Archivist* 18, no. 4 (October 1995): 317-36.

materials has inspired librarians. There is surprisingly large list of benefits to encountering materials in person. For example, In ‘Seeing through the ‘Priest’s Eye’: Teaching Medieval Codicology and Book history through William of Pagula’s *Oculus sacerdotis*,’ Dr. Eric Johnson, Ohio State University’s Rare Books Curator (who also plays a significant role in this research), discusses the ways he is able to use a medieval book which is indecipherable to his pupils to teach a great deal about medieval life. He argues that the historical significance of the book as a physical object can convey just as much information as the text might, validating it as a legitimate teaching aid.⁹

Johnson’s summary analysis supports the usage of these books by all students. He stresses that a medieval book can be a worthy subject of research (even if it can’t be read) due to the intellectual value provided by the physical facets of the object. However, without proper access, the intellectual value of these materials is naught. I would like to argue that special collections access is made up of three interconnected pieces, the descriptive record (e.g. finding aid, metadata, catalog record, etc.), awareness, and security and preservation. Without preservation, there is no object, and without a completed description of the object, awareness of the object cannot be established for people to find and utilize it.

ii. DESCRIPTIVE RECORD

Access to primary artifacts has not always been a reliable resource provided by library institutions. Thomas Ohlgren remarks in an article published in 1978 that “traditionally, slide collections in most museums, archives, and universities are zealously maintained for the exclusive use by professional staff. Thus the literature specialist, historian, and philosopher are confronted with borrowing slides from an unsympathetic source or with building their own

⁹ Johnson, Eric. "Seeing through the 'Priest's Eye': Teaching Medieval Codicology and Book History through William of Pagula's *Oculus sacerdotis*." In *Past or Portal?* :, 35-42. N.p.: Association of College and Research Libraries, 2012.

collections which more often than not end up hidden away in desk drawers.”¹⁰ This article ages itself at the mention of slides, but the rest of the article echoes modern voices. Ohlgren’s solution to the inaccessibility problem of 1978 was to develop a standardized printed catalog file of slides including a subject index with description of the material. The rest of the writing describes a laborious and obsolete protocol for creating such an index on a 1970’s computer. Obviously, technology has had a huge role in the access of library collections, but even with today’s advances, cataloging is no simple endeavor.

Concurrent with Ohlgren’s complaints of lacking primary resource access, the Society of American Archivists’ National Information Systems Task Force was formed in 1977 to develop a national information system for archival and manuscript materials.¹¹ Although the task force quickly determined that they could not standardize the systems nor approach to archival cataloging, they could standardize how to organize data in a machine-readable format. The group first produced a dictionary of data elements in 1982, and eventually established the new machine-readable catalog (MARC) format for Archival and Manuscript Control (AMC).¹² Today, institutions around the world operate via different databases- from Yale’s Orbis, to the British Library’s DigCIM, but usually MARC format is utilized in some respect.

Cataloging can be a complex endeavor even with general collections materials. Manuscripts and archival materials further complicate the process. Their records, if existent, are not often included in a library catalog, but more often described in separate finding aids.¹³

¹⁰ Ohlgren, Thomas H. "Computer Indexing of Illuminated Manuscripts for Use in Medieval Studies." *Computers and the Humanities* 12, no. 1 (1978): 189-99.

¹¹ Gertz, Janet, and Leon J. Stout. "The MARC Archival and Manuscripts Control (AMC) Format." *Cataloging & Classification Quarterly* 9, no. 4 (1989): 5-25.

¹² *Ibid.*

¹³ Pass, Gregory A. *Descriptive Cataloging of Ancient Medieval, Renaissance, and Early Modern Manuscripts*. Chicago: Association of College and Research Libraries, 2013.

Gregory A. Pass of the Bibliographic Standards Committee asserts the reason behind this to be “because manuscripts exist in such a variety of diverse and complex physical and bibliographical structures and because the depth of information required to identify and describe them is so great that it becomes difficult to provide satisfactory intellectual control over these materials within a single integrated library catalog.”¹⁴ This is an unfortunate truth and has resulted in many uncataloged materials, backlogs, and scattered information, all of which are counteracting many library’s desired goal of complete collection access.

The physical characteristics of manuscripts complicates cataloguing and access. A contemporary book is cataloged by describing categories such as author, publisher, date of publication, topic, etc. Joy Humphrey, author of ‘Manuscripts and Metadata: Descriptive Metadata in Three Manuscript Catalogs: DigCIM, MALVINeE and Digital Scriptorium’ draws a comparison between modern books and ancient codices by remarking how one would never note the type of paper support nor font in a contemporary book’s catalog record, but this attention to detail is essential in manuscript records. She states, “In cataloging a manuscript, the item itself is studied, not solely its contents.”¹⁵ Whether literary or archival, ancient manuscripts are more than books; these materials are works of art. From calligraphy and illuminations to miniatures, notarial seals, and even bindings, each characteristic contributes to blurring the boundaries between literature, history, and art.

iii. AWARENESS

The institution’s primary purpose in establishing a record for each object is to inform both the institution and the public on its collection’s composition. These records are made public

¹⁴ Pass, Gregory A. *Descriptive Cataloging of Ancient Medieval, Renaissance, and Early Modern Manuscripts*. Chicago: Association of College and Research Libraries, 2013.

¹⁵ Humphrey, Joy. "Manuscripts and Metadata: Descriptive Metadata in Three Manuscript Catalogs: DigCIM, MALVINE, and Digital Scriptorium." *Cataloging and Classification Quarterly* 45, no. 2 (2007): 19-39.

to promote awareness of available collection materials. Awareness can be established both physically and digitally. Student involvement, programming, professional events, and other forms of outreach are some ways to promote collections in-person. On the other hand, technology has been a proponent of collections awareness. Social media and blogging contribute to marketing of library events or exhibitions, and online databases inform curious research contenders on the materials in the collections. Digital surrogates of physical materials can be extremely useful when the object is unavailable, too fragile to be loaned or used, or when the researcher cannot come to use the collections in person.

At one point in time, librarians and archivists feared that digital resources would dissuade the public from utilizing special collections, but the reality is quite the opposite.¹⁶ Digital collections bring about awareness, and act as a “teaser” for researchers, drawing them in for a taste of the real thing. Without catalog records of materials however, there is no way to establish any online awareness of a collection. In fact, without an online or physical record there is no way for a researcher to know if a library owns a particular item without contacting the institution directly. If the idea is to support access of collections, it is the institution’s responsibility to communicate their existence through digital or physical means, namely records. To advocate for special collections awareness, the Association for College and Resource Libraries (ACRL) encourages the special collections professional to:

“strive to identify appropriate methods and platforms of outreach to engage current and potential users, including members of underserved communities, endeavor to eliminate barriers to access by engaging a diverse community of users with institutional collections, and represent their organizations to colleagues and outside

¹⁶ Mitchell, Eleanor et. al., *Past or Portal? : enhancing undergraduate learning through special collections and archives*. Chicago: Association of College and Research Libraries, 2012.

communities, and they seek ways to develop appreciation and awareness of their collections and the preservation of cultural heritage.”¹⁷

iv. SECURITY AND PRESERVATION

The other side of collection access is collection security and preservation. Although this is especially prevalent for special collections, which vary broadly in age and rarity, general collections too require maintenance and care. Without the necessary attention, collections will quickly deteriorate until they are no longer available for access. The Association for College and Resource Libraries outlines a guide for security in special collections. Some steps the ACRL suggests is to appoint a library security officer or a security planning group, to register each researcher who uses special collections, keep vigilant records of the collections being used, and post staff to observe researchers at all times.¹⁸ These rules will generally apply to a special collections’ reading room or any place which the institution has delegated for the use of non-circulating library objects. It is also suggested that the appropriate physical handling of the collections should be clearly demonstrated to any researcher prior to his involvement with the material, and that the rules of the research space should be defined in the reading area and made available online. The ACRL list of security guidelines is long and particular, but each requirement is ultimately a necessary preventative measure to avoid mishaps which could permanently alter, damage, or at the worst, destroy a special collections material.

For the unlikely situation in which a piece is damaged and for general maintenance of the collections, the presence of preservation and conservation professionals is very important. Special collections materials take a multiplicity of forms, and require special training to be

¹⁷ "ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections", American Library Association, October 5, 2009.

¹⁸ "Guidelines: Competencies for Special Collections Professionals", American Library Association, July 8, 2008

treated properly. For priceless or rare objects it is even more pertinent to ensure they are receiving proper care. The Library of Congress developed a methodology in 1998 to statistically measure changes in both condition and accountability (i.e. ability to locate items) of their special collections over time.¹⁹ Their methodology included an assessment of physical features of the objects (foxing, discoloration, brittleness, folds, insect damage, etc.), and sought to meet the following objectives:

- (1) Establish a baseline for materials in the RBSC for future audits.
- (2) Assess the condition of a representative sample of items in the RBSC.
- (3) Determine the existence of LC markings² on each of the items in our sample.
- (4) Evaluate the reliability of the RBSC shelflist.²⁰

This methodology demonstrated a level of accountability that should be sought by every library catering to a diverse set of special collections. With a vast and continually growing Rare Book and Special Collections Division, the Library of Congress continues to improve upon its regulations and heightens its standards to provide the best collection care possible. Large or small collection, every institution harboring special collections items should be vigilant in providing the utmost quality of collection care.

PART 2 | *Observations of the Ohio State University Libraries RBML.*

I analyze and discuss the Ohio State University Libraries Rare Books and Manuscripts Library in this section with a focus on the standards and policies regarding rare medieval

¹⁹ Library of Congress Rare Books and Special Collections Division. Statistical Measure of the Condition and Accountability of the RBSC Holdings. By Karl W. Schornagel. Attestation Report no. 2010-AT-101. Washington DC, 2010.

²⁰ Ibid.

manuscripts and manuscript fragments. The comprehensive outcome of my analysis of the OSUL RBML has shown that there is room for growth. A key issue found by this study is the backlog in digital access and records. For many fragments, documents, leaves, and whole manuscripts, neither physical nor digital records are available. This is due in part to general difficulties in cataloging manuscripts causing a sluggish processing rate, and to the lack of personnel available to aid in neutralizing the overflow of work. My recommendation is to delegate, time, money, and effort to developing the access of the collection. The ultimate goal is for documents acquired by the university, whether by donation or by purchase, to be entered into the online system for public access in a timely manner.

My relationship with the libraries has allowed me to observe and remark on these issues. I am a student of the university and I have used the special collections as a part of coursework. I am a researcher and I have used the collections on multiple occasions for scholarship. I am a student employee of the Libraries preservation unit and I have encountered the special collections workflow from this perspective as well. The roles I have taken as a beneficiary, user, and worker have served as expository experiences and have qualified me to analyze this division in an investigatory manner.

i. BACKGROUND OF THE OHIO STATE UNIVERSITY LIBRARIES RBML

Ohio State is one of the largest public universities in the United States in terms of student population, and its library system is equally vast.²¹ The library encompasses 11 main campus locations, 8 branch campus facilities, and a book depository. Among the highlights of collection materials owned by the libraries, OSUL hosts the world's largest repository of original cartoons, the archives of Senator John Glenn, and most relevant to this research, a quite large collection of

²¹ U.S. News and World Report "10 Universities With the Most Undergraduate Students". U.S. News & World Report. November 11, 2011. Retrieved March 1, 2011.

medieval manuscripts²². The last available estimate of Rare Books and Manuscripts Library collection's size was in May of 2011, when the collection was cited at 800 leaves, 100 legal documents, and 24 codices.²³ This collection has grown over time however, and these quantities may have doubled since then.

Besides being a large collection, these materials, though rare, are included in an open policy of availability for student and outside researcher usage. The collection is securely situated in safeguarded storage, but the items are always available for viewing upon request and are often used as educational resources in the classroom setting. Curator of Rare Books and Manuscripts for the OSUL, Dr. Eric Johnson plays a key role in the allowance of the documents for public use. His philosophy regarding the collection is: if the documents are not going to be used, there is no point in having them. He understands his job as an educator and curator to equate to a mediator and facilitator of these materials for their use by others.²⁴ With a passion for teaching and insistence of the importance of using library items as primary resources, he attempts to convince students of the value of medieval books, demonstrating their scholarly capabilities.

“As a curator who frequently teaches with medieval books in upper level courses such as “Medieval Manuscript Studies,” as well as in course-integrated sessions across the university’s humanities curriculum and in occasional instructional scenarios targeting primary, junior high, and high school audiences, it is my job to find ways to help students see past these linguistic and textual obstacles and teach them to recognize that there is more to read and examine in a book than its textual content alone. Its very physical qualities and appearance, I try to demonstrate, serve as active texts encompassing their own peculiar language of signs and symbols

²² "FAQs". University Libraries. The Ohio State University. Retrieved October 12, 2016

²³ Johnson, Eric. "Manuscripta aesculea: A Selection of Medieval and Renaissance Manuscripts from The Ohio State University Rare Books & Manuscripts Library" [Power point slides]. May 2011. Retrieved from: <https://library.osu.edu/documents/medieval-manuscripts/RBMSmedievalmanuscripts.pdf>

²⁴ Johnson, Eric. Interview by the author. Thompson Library, Ohio State University, Columbus, OH. February 1, 2018.

telling us about the circumstances and process of the book's own production, the culture in which it was born, the people who made and read it, and the history of its use and transmission."²⁵

Of course these collections are not to be used haphazardly, and can only be accessed in the Rare Books Reading Room of OSUL under proper supervision and strict procedure. To handle pieces from the collection, one must make an appointment with the Rare Books Reading Room staff requesting a time and object. The list of rules and regulations of the Rare Books Reading Room is specific and strictly enforced. For example, there are no pens, bags, or jackets allowed in the room, and while examining the rare object one must sit facing the staff members at the desk. In addition, some materials require the use of gloves, cradles, etc. There are undoubtedly risks in allowing untrained hands to handle rare books and manuscripts, but these are risks worth taking in the opinion of Dr. Johnson who has stated "I would much rather have someone mistreat a book than not treat it at all within the context of the reading room or the classroom. That's why we have the conservation department here."²⁶

Another unique aspect of the Rare Books and Manuscripts Library is the participation of outside parties to the growth of the collection via donations or loans. This has become a huge source of material income for the collection. In particular, Mr. JC Hanks, a developer in Columbus, Ohio has played a significant role in the successes and growth of the RBML. Hanks is a fanatic of old books. His relationship with Ohio State Libraries began when Mr. Hanks purchased a property that was filled with a decrepit array of documents and books. He contacted the OSU curator of Rare Books and Manuscripts at the time, Dr. Geoffrey Smith, to characterize

²⁵ Johnson, Eric. "Seeing through the 'Priest's Eye': Teaching Medieval Codicology and Book History through William of Pagula's *Oculus sacerdotis*." In *Past or Portal?* :, 35-42. N.p.: Association of College and Research Libraries, 2012.

²⁶ Johnson, Eric. Interview by the author. Thompson Library, Ohio State University, Columbus, OH. February 1, 2018.

and assess the specimens. Unfortunately, the books were not deemed to be incredibly significant nor valuable, but the relationship formed upon this inquisition was quite important for the libraries.

Hanks began his involvement with the RBML by organizing an annual event dedicated to those contributing donations to the special collections. These so-called “Tasteful Evenings” continue to be a donor favorite and a great source of marketing for the library. Upon the retirement of Smith, Dr. Johnson took the role of curator for the RBML. As Johnson became acquainted with Hanks, it was clear that the two had to a common interest in acquisition. Johnson was pushing to expand the collections, and Hanks seized the opportunity to take on a new role of involvement with the libraries and indulge his desires to dabble in the fragments market. In 2012, Hanks made his first private manuscript purchase to build his own collection, feel active as a collector, and to take a more direct hand in contributing to the university by backing an endowment to help support acquisition of manuscripts. Hanks has amassed a large collection of legal documents since then, both fragments and rolls. Each has been put on long term deposit at OSU RBML with the intention of being eventually gifted to the university.²⁷

The documents Hanks has donated to the collection have had positive and negative effects on the special collections department. On the positive side, these donations have greatly enhanced the depth and substance of the Rare Books and Manuscript Library collection. However, Hanks has a habit of purchasing documents with little to no information available about their provenance. This provides plenty of opportunity for research, but can be a headache from the administrative point of view. Without knowing anything about the documents, the task

²⁷ Johnson, Eric. Interview by the author. Thompson Library, Ohio State University, Columbus, OH. February 1, 2018.

of cataloging, gathering metadata, and building finding aids becomes much more difficult than for acquisitions with known provenance.

Another issue with the Hanks donations is the rate in which he is amassing documents considering the lack of in-house specialized expertise able to process the deposited items. Consider a collection of fifty-four manuscripts Hanks deposited in 2016 (this collection will be further discussed later). The documents have yet to be assigned call numbers, receive catalog records or description, and have not been provided any online presence. In order to digest the information within the documents to write a catalog record, it is imperative to have a certain degree of expertise in both Medieval Latin and library cataloging systems such as machine-readable cataloging (MARC). While Dr. Johnson is knowledgeable on these fronts, he simply can't go it alone. Additionally, as is true of the fifty-four documents, conservation treatment, digitization, and housing are other steps in processing that must be completed. Clearly, providing collection access is more easily said than done. Yet, it is incredibly important. Without catalog records, digital images, or an online presence, to an outsider these documents would not exist unless one was to directly inquire about them. Are other institutions facing similar issues? A comparison of OSUL RBML with several other institutions across the United States will analyze how other institutions value transparency of their collections, and decide if they too are struggling to provide access.

ii. COMPARISON OF FIVE RARE BOOKS COLLECTIONS' ACCESS

Ohio State is not alone in seeking ways to provide access of special collections to the public. One way Dr. Johnson justifies Ohio State's open policy is by considering that conceivably some portion of tax-payer money goes into their department (Ohio State is a state funded institution). He concludes it would be unjust not to provide public availability to the

collections if they are publicly funded.²⁸ However, many private institutions have similar if not identical policies, including those which I reference for comparison. I have compared five different institutions including Ohio State to remark on the similarities and differences between collection accesses, ease of website usage, reading room policy, and collection demographics.

I analyzed the special collections departments of Ohio State University Libraries, Notre Dame University Hesburgh Libraries, Yale University Beinecke Library, Carleton College Gould Library, and The Morgan Library and Museum. Notre Dame and Yale are both private universities with a similar overall student enrollment population of around 12,000 students. Carleton College is also private, but a very small liberal arts school with a total student enrollment of just over 2,000. The Morgan Library and Museum is a public exhibition venue complete with concert hall, museum, library, and state of the art conservation center in the heart of New York City. These sites were chosen for analysis because each library was found to have a special collection division of Rare Books and Manuscripts, but each institution has variant fame, size, and collection characteristics.

Notre Dame's manuscript collections is made up of 60 codices and over 400 fragments. It contains over 100 incunabula as well, with collection highlights including Renaissance editions of Dante, Petrarch, and Boccaccio.²⁹ Despite being a private university, the first thing to be clarified on the Rare Books and Special Collections website is that the collections are open to the public. The special collections website is easily navigated; if you are defining your search by collection type (i.e. Irish Studies, Numismatics, Medieval & Renaissance Culture, etc.) or by format (Books & Periodicals, Manuscripts, Maps, etc.), the front page provides a list of links to

²⁸ Johnson, Eric. Interview by the author. Thompson Library, Ohio State University, Columbus, OH. February 1, 2018.

²⁹ University of Notre Dame Rare Books and Special Collections. <https://rarebooks.library.nd.edu/>.

search via collection, format, or by finding aid. For example, when searching for a manuscript formatted item, one simply selects 'Manuscripts' from the Format list and then is led to a webpage which organizes the manuscript collections based on their time period and/or location. There are seven types of manuscripts: ancient, medieval and renaissance, inquisition, European, North American, Latin American, and Eastern, East Asian, and Islamic manuscripts. Some of these types are further linked to subcategories, and others provide direct links to an online excel catalog record of each collection.

Yale's library dedicated solely to rare books and manuscripts, The Beinecke Rare Books & Manuscripts Library, is one of the largest in the entire world.³⁰ The 2016-2017 Beinecke Library Annual Report reported statistics of cataloging 19,584 rare books in this year alone. Within the manuscript unit, they report accessioning 660 materials, and counting 3,805 non-book format items.³¹ The Yale website is less cut and dry than Notre Dame's. On the collections webpage, you are presented with four options: Collections Highlights, Curatorial Areas, Catalogs and Databases, and Ask a Librarian. One must traipse through several links to get to a succinct list of available items, a problem that is perhaps this is due to the immense collection. For example, if I wanted to examine Eastern European Manuscripts, From the Beinecke Library Homepage I would have needed to follow the path Collections > Curatorial Areas > Early Books and Manuscripts (opens a new webpage)> Collections> Eastern European Manuscripts. However once arrived, the page format provides a descriptive list of each manuscript including an image of each and a link to the online catalog record. Other advantages of the website include the

³⁰ Yale University. "Collections: Beinecke Rare Book and Manuscript Library." Last modified 2013. <http://beinecke.library.yale.edu/collections>.

³¹ Baier, Lesley, ed. Beinecke Illuminated. Annual Report no. 3. New Haven, CA: Yale University, 2018. http://beinecke.library.yale.edu/sites/default/files/BRBL%202016-2017%20Annual%20Report_0.pdf.

option for email notifications of new acquisitions and a constantly updated list of items made unavailable due to digitization, loan, or processing.

Carleton College, a small institution with a small collection, has a more streamlined website. There is no data made readily available as to the statistical counts of collection items. 12 collection areas are available to choose from on the home page, including a collection of manuscripts and maps. However, there are no originals in this collection, which is made up of solely facsimiles. There are three Manuscript facsimiles listed on this page, but it shouldn't be inferred that these are the only items in the collection now as the webpage was last updated in 2013.³²

The Morgan Library and Museum's collection of medieval manuscripts was first made up of the collections acquired by Pierpont Morgan, and has grown to now include over 1,100 fragments and codices. Their website is relatively uncomplicated considering the wide variety of events and services offered by the institution. From the home page, one follows the path: Collection > Collection Online > Medieval and Renaissance Manuscripts > Manuscript List. Immediately a complete list of each element in the collection is made available. One can filter the list by century, whether images are available or not, type of manuscript, or country. Each entry on the list provides pdf format description or bibliography of each item. The Morgan provides the following disclaimer of their description services:

"The descriptions, compiled by several generations of curators, often contain information not available elsewhere, such as complete lists of texts and illustrations within a manuscript and lengthy bibliographies. We have chosen to present the material in the form of PDF files to preserve and share the historical layers of scholarship evident in the annotations and additions. However, the scholarship

³² Kissner, Terry. "Gould Library Special Collections." Last modified July 13, 2016.
https://apps.carleton.edu/campus/library/special_collections/.

represented in the descriptions may have been superseded, and the information varies in thoroughness and accuracy. Researchers are encouraged to use this resource, but with caution.”³³

Lastly, Ohio State’s Rare Books and Manuscript current website is easy to navigate, but provides a poor representation of the available collections - particularly of medieval fragments and manuscripts. Luckily plans to improve digital access have been put into action, and a complete website overhaul is scheduled to launch at the end of May 2018. This will include an updated page of digital collections which incorporates lists of available fragments with corresponding digital images and records. This is a much needed improvement. Presently, the RBML webpage has links which relate to the medieval and renaissance fragments, leaves, and codices collections, but these links lead to a guide last updated in 2000, and a 2011 pdf presentation providing a brief overview of the collection respectively³⁴. If one was attempting to locate a specific manuscript, this person would have a difficult time finding anything without directly contacting the RBML. The refurbished website will aid these issues, but only for collections that have been converted to a digital format.

An overall comparison of these institutions, compiling some of the information discussed above is provided in Table 1. Included is a comparison of listed reading room policies provided on their websites. Items marked with an X were explicitly stated on the website, those not explicitly stated may still be a stipulation of the room. For example, many websites did not explicitly list ‘no food or beverage,’ however this is almost

³³ The Morgan Library and Museum. "Medieval and Renaissance Manuscripts." The Morgan Library and Museum. <http://www.themorgan.org/manuscripts/list>.

³⁴ Johnson, Eric. "Manuscripta aesculea: A Selection of Medieval and Renaissance Manuscripts from The Ohio State University Rare Books & Manuscripts Library" [Power point slides]. May 2011. Retrieved from: <https://library.osu.edu/documents/medieval-manuscripts/RBMSmedievalmanuscripts.pdf>

undoubtedly a policy of the room. This comparison is included to demonstrate similarities and differences between the access and precautions taken with special collections materials. As you can see, the policies are very similar. Despite the very small collection of Carleton College, their reading room policies are almost identical to Yale's. This tells us that reading rooms exist with standardized expectations, and at least these institutions are adhering to a similar set of requirements.

Table 1: Comparison of Libraries and their Reading Room Policies. Based on information provided on their special collections websites.

	Ohio State University Library	Notre Dame University Hesburgh Libraries	Yale University Library	Carleton College Gould Library	The Morgan Library and Museum
State	Ohio	Indiana	Connecticut	Minnesota	New York
Student Pop. (total enrollment)	66,444 (2017-2018) ³⁵	12,292 ³⁶ (2016-2017)	12,385 ³⁷ (2016-2017)	2,105 (2017-2018) ³⁸	225,775 visitors in 2017 ³⁹
Institution Type	Public University	Private University	Private University	Private University	Public Exhibition Venue
Conservation	Y	Y	Y	N	Y
Special Collections Reading Room	Y	Y	Y	Y	Y
M&R Manuscript Collection Size	Unknown	460 +	4,400 +	Unknown	1100 +
List of Materials Online	N	Y	Y	N	Y

³⁵ Murray, Amy. "Ohio State freshman class is brightest class in university history." Enrollment Services-Analysis and Reporting, September 12, 2017.

³⁶ Forbes Media LLC. "America's Top Colleges." Forbes. Last modified 2017.
<https://www.forbes.com/colleges/university-of-notre-dame/>

³⁷ Forbes Media LLC. "America's Top Colleges." Forbes. Last modified 2017.
<https://www.forbes.com/colleges/yale-university/>

³⁸ US News and World Report. "Carleton College." US News and World Report. Last modified 2018.
<https://www.usnews.com/best-colleges/carleton-college-2340>.

³⁹ The Morgan Library and Museum. Report to donors 2017.
http://www.themorgan.org/sites/default/files/pdf/report_to_donors17.pdf

POLICIES OF THE READING ROOM					
	Ohio State University Library	Notre Dame University Hesburgh Libraries	Yale University Library	Carleton College Gould Library	The Morgan Library and Museum
Appointment Only	X	X	X	X	X
Clean Hands, no lotion, hand sanitizer		X		X	X
No backpacks, purses, bags, jackets	X	X	X	X	X
No food or beverages	X	X		X	
Only pencil and paper	X *yes laptops	X *no laptops	X *only yellow	X	X
No photocopying or tracing items	X	X	X		
Only use items made available to you		X		X	
Use of Materials must conform to copyright laws				X	

Yale, Notre Dame, and the Morgan each have world-class collections of manuscripts, and easily navigable websites to match. Carleton College, as a very small institution, it is not surprising that they do not own a vast collection of rare materials or have an on-site preservation lab. However, this does not excuse a lack of information provided by their outdated website. Although their rare collections are searchable through their online catalog system, they do not have a concise list provided on their webpage like Yale, Notre Dame, and the Morgan. Ohio State may have a more impressive collection than Carleton College, complete with incunabula, fragments, and facsimiles abound, yet they also have a limited amount of information available online presently.

The Ohio State RMBL collections have grown to be an impressive repository of manuscripts. However, without complete records and digitization for the entire collection, even the updated website cannot provide the comprehensive extent of material information, descriptions, or statistics. The backlog of medieval manuscript materials at Ohio State is only evident due to my personal relationship with the information. It is impossible to tell however, if any of the institutions listed above are also backlogged and to what degree they may be behind. “Backlog” describes unprocessed or uncataloged materials in either special or general collections.⁴⁰ It is clear that Yale, Notre Dame, and The Morgan have many more processed and cataloged materials than Ohio State, but any unprocessed materials would not appear on their webpages. Therefore, it cannot be concluded to any certainty how many of their materials are inaccessible due to backlog.

Backlogs have been the bane of libraries existence for many years. The first literature analysis of collections backlogs was completed by Andrew D Osborn in 1941 when he discussed catalog arrearages at the Library of Congress.⁴¹ According to Sally A. Rogers, there are two types of backlogs; normal, when the amount of incoming acquisitions outweigh the rate of cataloging, and historic, backlogs which accumulate over a long period of time and need assessment before processing.⁴² Ohio State suffers from a combination case; the rate of acquisitions that Hanks deposits in the RBML is much faster than the rate of processing, and the rate of processing is slow because many of the materials need prior condition assessment or treatment. The Council of Library and Information Resources articulated the implications of backlogs at *the Cataloging Hidden Special Collections and Archives Program* in 2008:

⁴⁰ Winslow Lundy, M. "Providing Access to Uncataloged Special Collections with In-Process Records." *Cataloging & Classification Quarterly* 45, no. 1 (2007): 39-58.

⁴¹ Ibid.

⁴² Ibid.

“Libraries, archives, and cultural institutions hold millions of items that have never been adequately described. These items are all but unknown to, and unused by, the scholars those organizations aim to serve. ...Nationally, this represents a staggering volume of items of potentially substantive intellectual value that are unknown and inaccessible to scholars.”⁴³ This is the precise issue that has arisen with Hanks deposited manuscripts at Ohio State.

iii. ALTERNATIVES AND RECOMMENDATIONS

There are many positive aspects of the Ohio State Rare Books and Manuscript Library. For example, the consistent flow of new acquisitions and the desire to provide primary resources to the public are two qualities which OSUL shares with world-class institutions. Thanks to many of the acquisitions being cost free to OSU (because they are donated or put on deposit by Hanks and others) and faculty like Dr. Johnson working actively to bring awareness to and promote usage of the collection, Ohio State stands apart from others. However, these positive qualities cannot be fully appreciated without all-inclusive access. The website update will greatly improve upon the digital access of the collections, but this cannot account for those items which have not been cataloged, indexed, or digitized. These preconditions must be met prior to being ready for the website.

There is an array of issues leading to the backlog of this collection. The library is not at a complete stalemate in the processing of these collections, but the process is slow. When Hanks and others deposit materials at the library, they are mainly corresponding with Dr. Johnson. As a result many other staff at the libraries do not have a grasp of the collection size or composition. This is an issue because Johnson cannot adequately cataloging the materials alone, especially considering the complexities of manuscripts, not to mention the complexities of the language. In

⁴³ "ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections", American Library Association, October 5, 2009.

addition, the rate at which Hanks is depositing manuscripts to the library is much faster than the rate at which the materials can be put into the system.

Courses of action that could be taken to aid this situation might include a higher degree of transparency for the Hanks collection in order to disperse the load of record management and processing. If budget is a constricting issue, engaging student employees can both promote knowledge of library services to young adults and save the institution time and money. Once the issue of who will tackle the records is resolved, the question is how to accomplish the task. Grappling this collection could be approached by a variety of methods including the creation of minimal-level records, collection-level records, full level records, or in-house databases.⁴⁴ Regardless of method, significant time and effort should be put forth into providing these documents online, especially considering the newly equipped website for this purpose, to promote the attention this collection deserves.

In 1997 the British Library completed a project intended to resolve similar issues. The British Library's current online catalog record for illuminated manuscripts is referred to as DigCIM, or Digital Catalog of Illuminated Manuscripts. DigCIM was created because the Library's collection of illuminated manuscripts was to remain indefinitely in storage, restricted to only be used by selected researchers, and was inconsistently indexed.⁴⁵ To promote access and resolve these issues, the solution was to conduct an at-shelf inventory of every manuscript to generate a complete index of the collection. Simultaneously, the Library launched DigCIM, providing this index online.⁴⁶ This ultimately promoted the British Library and DigCIM to its

⁴⁴ Winslow Lundy, M. "Providing Access to Uncataloged Special Collections with In-Process Records." *Cataloging & Classification Quarterly* 45, no. 1 (2007): 39-58

⁴⁵ Humphrey, Joy. "Manuscripts and Metadata: Descriptive Metadata in Three Manuscript Catalogs: DigCIM, MALVINE, and Digital Scriptorium." *Cataloging and Classification Quarterly* 45, no. 2 (2007): 19-39.

⁴⁶ Humphrey, Joy. "Manuscripts and Metadata: Descriptive Metadata in Three Manuscript Catalogs: DigCIM, MALVINE, and Digital Scriptorium." *Cataloging and Classification Quarterly* 45, no. 2 (2007): 19-39.

current resource status. Ohio State is capable of following a similar methodology to provide similar resources should funds be made available for this initiative.

iv. STEWARDSHIP

The responsibilities associated with owning a collection of cultural heritage which has great fiscal and intellectual value are immense. Record keeping is just one aspect of a healthy collection access; collection care and maintenance of the physical well-being of the materials is of equal importance. Stewardship is a complex business with its fair share of challenges, especially with regards to rare, valuable, and nontraditional materials. One must be conscious of the ways in which scholars will approach, organize, interact with, and understand the materials in the collection. For materials like medieval manuscripts, this can become a tricky task.

Medieval manuscripts are ambiguously categorized between museum and library type materials. They are tools of academic pursuit which require a higher degree of physical interaction than a typical museum object, such as a painting, but maintain a degree of rarity and visual splendor which sets them apart from typical library materials. Manuscripts host textual, visual and intrinsic physical information which can only be fully digested by handling the object, especially for codices and rolls which provide more information with the turn of each page. Considering these stipulations, to provide sufficient access to these objects the proper preservation measures must be taken to ensure their safety.

Preservation and conservation measures will be discussed in the third section of this paper. This will focus specifically on the fifty-four manuscripts fragments recently deposited by Hanks to the OSUL. This preservation will include proper digitization and repair work which will ensure digital and safe physical access respectively.

PART 3 | *What is the condition of the JC Hanks collection of manuscripts and do they require preventative or remedial conservation?*

i. INTRODUCTION

When considering stewardship, one of the most significant and seemingly obvious ways a collection can be cared for is in the most physical sense: preserving the collection as material objects. Objectifying a vessel of great intellectual and fiscal value in order to administer treatment can be a daunting task. However, in order to guarantee each object a long life and to facilitate the continued access of a collection, the condition must be maintained. Preservation is achieved through preventative measures and remedial treatments should the object require them. To demonstrate the process of collection preservation, I discuss the ways in which the JC Hanks collection of fifty-four medieval legal documents were subject to preservation treatment on their journey to becoming accessible pieces in the collection. The treatment plan was devised with the consideration that each document will be a used (and therefore handled) library material. Their treatments were cognizant of and catered to this stipulation. I begin by describing specific details about the collection including their provenance and condition. Then I briefly describe the material composition of parchment, and explain the intended treatment plan.

This collection of manuscripts consists of fifty-four legal documents ranges in date from 1244 to 1499 A.D. The year which each document was written is known by assuming the written year on the verso of each document is correct. Less than ten of the documents rest as rolls while the remaining are either flat or folded sheets. All of the documents are made of parchment, but the size of the membranes vary. Some are made of multiple parchment sheets, stretching longer than 70 centimeters, while others are cut small, having sides of less than 10 centimeters.

The documents were put on long-term deposit to the University Libraries by Mr. Hanks who acquired the collection in 2016.⁴⁷ The set of manuscripts are intended to act as resources for classroom engagement, and student or private researchers. This intimates that each object has probable odds of being handled by untrained hands which puts the object at risk for wear and tear associated with normal handling procedure. For these reasons, the collection required an assessment from conservation.



Figure 1: All fifty-four documents laid out on a table in the special collections reading room.

When I first encountered these documents, I was intimidated by the sheer size of the collection, but pleasantly surprised by the condition. The documents had been housed in an acid-free, “Hollinger Metal Edge” cardboard box from which the documents were bursting due to lack

⁴⁷ Johnson, Eric. Interview by the author. Thompson Library, Ohio State University, Columbus, OH. February 1, 2018.

of space. Despite their precarious life (discussed later), the documents were not in the worst of condition. I developed four objectives to develop a schedule for the treatment of the collection. First, I would assess the condition of the collection to familiarize myself with the physical characteristics of each document and to determine which items might potentially require special attention. Secondly, I would draft appropriate treatment proposals for the collection as a whole, and for specific documents as needed. These proposals would take into consideration the capabilities and time availability of library conservators. The application of treatment was to be included in this step, time permitting. Third, I would arrange the digitization of each document in order to provide eventual online access to the collection. Fourth and finally, I would determine the most space-efficient, preserving, and ergonomic method of housing for the collection.

ii. PROVENANCE

When these objects came into the possession of Hanks, little was known about them. According to Dr. Johnson, they are Latin texts, but from an unknown area in Europe written between 1244 and 1499. Mr. Hanks purchased the collection from two European business partners, one based in Berlin, the other in Budapest. The partners have been acquiring a multitude of different items in the book collecting world. They sell their collections to antiquarians via live and virtual auctions, with some of their most vital business conducted over eBay, which was the market on which Hanks first learned about the collection. He contacted the salesmen and requested the guidance of Dr. Johnson for assessment of the pieces' theoretical market value and potential intellectual value.

The documents were retrieved from a storage facility in Budapest where they had been kept for an unknown length of time. It came to light that the entire collection of documents came from the same historic archive, and had likely travelled together since their creation in the 13th

century. Purchasing a coherent archive is not always a top priority pursuit of collectors. This is unfortunate because although certain manuscripts in a collection may be more valuable, beautiful, or appealing to the collector, separating associated groups of manuscripts drastically decreases the potential information that can be learned about the society from which the group belonged. Individual documents can package a lot of information, but without its family, valuable context is lost. For example, if the same scribe wrote multiple documents in the collection, one can lose valuable data about the notarial hand. Keeping pieces together can provide information about a region, a common property, or a common witness.

Luckily, Hanks prefers to buy in bulk, especially because he shares his purchases with the university, and wants to provide the best opportunities for scholarly investigation. Had Hanks not purchased this collection, it is likely that the fifty-four documents may have been sold to fifty-four separate collectors across the entire world. This is not uncommon, and many fragment collections are separated, never to be reunited as a completed collection again.

The fifty-four documents arrived in Columbus, Ohio in the fall of 2016. Since then they have not been analyzed and have rested in the library's special collection storage facility until this project. None of the documents are cataloged, digitized, and no metadata has been assembled. The intentions Ohio State has for these objects are to process them into the Ohio State system. As discussed previously, this will be a slow process as the system has not been updated quickly enough to fully support all of the incoming acquisitions.

iii. CONDITION ASSESSMENT

The first step in treating a collection of documents is to understand its condition. This is done by making a thorough assessment of the collection. Condition assessment is basically a way of sorting and gathering information, specifically the qualitative and quantitative characteristic

data of a collection.⁴⁸ Many institutions have developed and employed assessment tools within recent years with the primary purpose of preparing summary descriptions of their collections.⁴⁹ The results, according to Martha O'Hara Conway, informs processing priorities, collection management decisions, and precedence for digitization or exhibit among other operations.⁵⁰ O'Hara successfully articulates the importance of recording the physical condition in her publication, 'Taking Stock and Making Hay: Archival Collections Assessment.' She notes that collections which "cannot be handled physically without causing additional damage cannot be used, information about physical condition is typically used to help answer basic questions such as 'How is use of this collection hampered or limited?' and 'Does the degree of damage or deterioration, or the value of the collection, justify reproduction or treatment?' For many institutions, however, laying the groundwork for the establishment of preservation and/or conservation priorities is the primary goal of the collections assessment, warranting greater emphasis on the comprehensive capture and systematic tracking of essential information about condition."⁵¹

Other institutions have developed much more detailed and quantitative procedures for assessing pieces, specifically for assessing medieval manuscripts. For example, E. Badea et al. developed a strategy for ranking the damage of parchment by using differential scanning calorimetry (DSC).⁵² Although this strategy provides a standardized description of the parchment's condition, this is a destructive technique that would require a small (5-20 mg)

⁴⁸O'Hara Conway, Martha, and Merrilee Proffitt. *Taking Stock and Making Hay: Archival Collections Assessment*. Dublin, OH: Online Computer Library Center, 2011.

⁴⁹ Ibid.

⁵⁰ Ibid

⁵¹ Ibid.

⁵² Badea, Elena et. al.; "Damage Ranking of Historic Parchment: From Microscopic Studies of Fibre Structure to Collagen Denaturation Assessment by Micro DSC." *E-Preservation Science* 9 (January 2012): 97-109.

sample. Destructive techniques are not favorable when it comes to valuable or rare works.

Chemists at the Israel Institute of Technology utilized spectroscopic and microscopic methods to develop a non-destructive quantitative assessment of parchment deterioration. Instrumentation utilized for this goal included Fluorescence and Raman spectrometers, and scanning electron microscopes. The spectroscopic intensities were found to be directly correlated to the extent of parchment degradation in this experiment.⁵³ Despite the abundance of information that can be provided by these scientific tests, these protocols are impractical condition assessment strategies for collections like Ohio State which are backlogged. For backlogged collections time is of the essence, and therefore a qualitative approach will more efficiently describe and note the collection elements and condition.

A simple descriptive method was employed for the condition assessment of the Hanks manuscripts. I developed a condition report format that allows for written descriptions of seven categories and fields to enter quantitative notes (for example, it was noted for each document the size in centimeters, number of lines, paragraphs, and constituent parchment membranes). I had originally intended to use excel documents to develop a numerical rating system for damage-types such as tears or holes. However, I determined that this would have been too subjective, and wouldn't have effectively described damage to the necessary extent. For this reason, space for free text is an important attribute of the condition reports. The seven categories which are described in this way are edges, holes, skin, folds/creases, text, stains, and verso. Established records such as the British Library's DigCIM also utilize free text as it is "easier to read and

⁵³ Dolgin, Bella, Valery Bulatov, and Israel Schechter. "Non-Destructive assessment of parchment deterioration by optical methods." *Analytical and Bioanalytical Chemistry*, 2007, 1885-96.

understand for the user, as well as easier to enter for the cataloger, since there are no extensive rules for entry to follow.”⁵⁴

This collection overall was in a fairly stable state considering the unknown length of time they had spent in unmonitored environmental conditions. Of the fifty-four documents, there were five rolls, consisting of multiple parchment membranes sewn together by linen thread or, in one case, sewn together by parchment strips. The remaining forty-nine documents are single pieces flattened or folded up. Many of these documents possess qualities that suggest they were once used as the covers of ledger books. The rest are marked on the verso with a Roman numeral and a date. The rolled documents all possess these markings, and the other documents with these markings have characteristic qualities which suggest they too had once been rolled.



Figure 2: Two documents from the collection (verso JCHANKS.MSFrag.VII.87 and verso JCHANKS.MSHanks.VII.43) which were once used as ledger book covers.

Ledger books are still used in accounting today to keep track of expenses. In medieval times, sometimes parchment documents were recycled to be used as covers for ledger books. Over half of the documents in this collection have tell-tale signs that they served this function at one point in their very long life. These signs include several rows of sewing holes running

⁵⁴ Humphrey, Joy. "Manuscripts and Metadata: Descriptive Metadata in Three Manuscript Catalogs: DigCIM, MALVINE, and Digital Scriptorium." *Cataloging and Classification Quarterly* 45, no. 2 (2007): 19-39.

through the center of the document, parallel creases running along each edge and intermittently within the document, and lots of writing on the verso of the document (See Figure 2 for two examples). It is interesting that these documents had been created to exist as independent documents, were deemed useless enough to serve another function, but then eventually regained enough value to be removed from the role of ledger book cover to live as singular documents again.

Documents marked with Roman numerals and dates on the verso are currently, or were once likely, rolls. Each document which rests as a folded or flat entity has traits characteristic of rolled objects. For example, many have sewing holes along the top and bottom of the parchment sheet (Figure 3), warping topographies which undulate in such a way that suggests a memory of a rolled format (Figure 4), and repeated damage along the edges that would only occur if it had been rolled (Figure 5).

The most prevalent condition qualities of the documents include skin consistency, holes, edge damage, and folds. These are some of the categories which can be described in the condition report. The skins are generally quite stiff and thick. Some outliers of the collection have thinner and more flexible skin. These documents have a greater susceptibility to damage due to a weaker support. The holes in the documents are either natural, relating to the splitting of the skin upon parchment creation, determined by their typically smooth edges and ovular shape; intentional, the result of a needle puncture during sewing (Figure 6); or unintentional, the result of insect or rodent damage. Sewing holes and natural holes do not require intervention, but unintentional holes in the document will usually introduce heightened vulnerability to further damage.

Most of the document's edges are not as smooth and straight as they were upon their creation. Most have some degree of insect or rodent damage. This damage often appears like the Figure 7 below and sometimes is distinguishable by the presence of tiny bite marks. Edge condition may not adversely affect the document unless it is especially precarious. For example, jagged and fragile edges are susceptible to becoming snagged or torn, but a slight deviance from the original edge will not hinder the document's existence. Folding, wrinkles, creasing, and warping do not present threats in the way that the edge damage or skin consistency might, but can indirectly cause issue by hindering the access of textual information (Figure 8). If a document is harshly folded in half, this provokes two unwanted scenarios: either a researcher using the document must use more force in prying the document open, causing he/she to be less gentle with the document in general, or the digital images cannot be taken of the document because the folds hides too much text, or cannot be flattened in a way that allows the camera can capture all the information (Figure 7).

Each document has a unique set of damage which puts it at a priority for treatment. The majority of the collection has edge damage, sewing holes, and stiff folds. In addition, many of the documents were written on by several different scribes, and many possess multiple images and notarial seals. Appendix one provides the complete condition assessment of the collection.

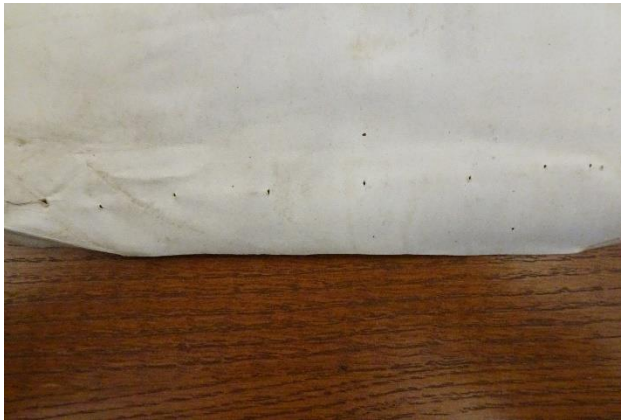


Figure 3: Sewing holes along document edge



Figure 4: Folding evident from above, document likely once rolled

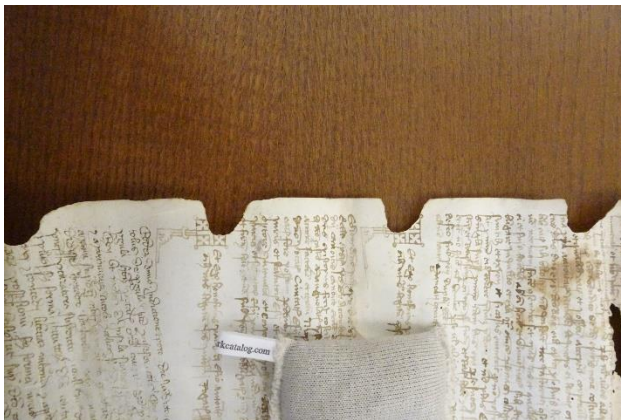


Figure 5: Repeated damage.



Figure 6: Sewing Holes

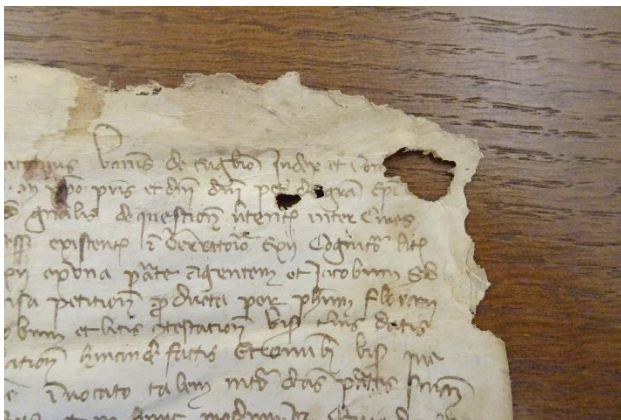


Figure 7: Common Edge Damage

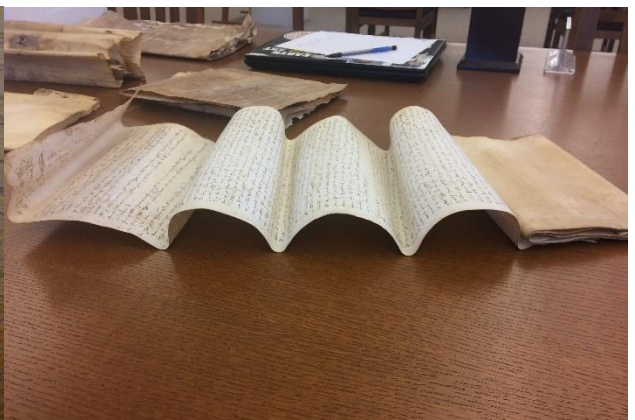


Figure 8: Unwieldy Topography

iv. OVERVIEW OF PARCHMENT CHEMISTRY

To understand the basis of parchment treatment, one must first be familiar with the chemical and biological properties of parchment. Without such background knowledge, it is much more difficult to justify and explain the purpose and theory of certain treatments. The first thing to be understood is that parchment is created from the skins of animals including goat, sheep, deer, and calf. Skin from each species demonstrate slightly different characteristics, and these characteristics are reflected in the physical properties of the parchment. For example, the loose fiber structure of sheepskin makes it a poor binding material but a perfect writing surface.⁵⁵ The skin type(s) of the documents in this collection are unknown.

Skin consists of layers; the innermost flesh layer is followed by the thick corium, and topped with the grain layer. The grain contains the epidermis where the glands and hair of the animal reside (Figure 9). In the process of creating parchment, an animal skin is soaked in a salty alkaline bath for several days. The exposure to alkalinity causes a reaction which loosens the epidermis from the rest of the skin;

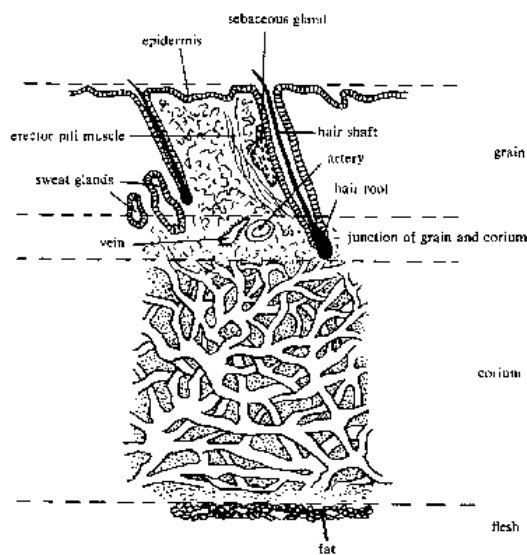


Figure 9: Layers in skin.

all of the animal's hair is then quite easily removed by hand. The alkaline bath also removes non-collagenous materials from the skin such as plasma proteins, hyaluronic acid, fats, and mineral salts via alkaline chemical reactions.⁵⁶ This process is called liming because of the use of

⁵⁵ Haines, B. M. (1999). *Parchment: The physical and chemical characteristics of parchment and the materials used in its conservation*. Northampton, MA: The Leather Conservation Center.

⁵⁶ Ibid.

mineral lime in the baths. The remaining hair is then removed with a dull knife and the skin is stretched onto a wooden frame where it is scraped on both sides with a lunellum, yielding a very thin, smooth surface. Additional lime or pumice stones may be rubbed on the skin at this time.⁵⁷ After drying the skin under tension for many days, the final result is a parchment sheet.

Though parchment is still animal skin, it has been chemically modified by the alkaline environment until approximately 85% of the dry weight is primarily collagen. Prior to processing, a skin is only 25% collagen.⁵⁸ Collagen is the most abundant protein in animals, making up a considerable amount of the extracellular matrix (ECM).⁵⁹ Collagen's left-handed polypeptide strands interlock into a right handed triple helix joined by intermolecular forces. According to University of Wisconsin Scientists, "High-resolution crystal structures and modern biophysical approaches have enabled detailed study of the structure and stability of collagen triple helices."⁶⁰ Thanks to these approaches, it is known that individual collagen polypeptide strands consist of three repeating amino acids, with glycine inhabiting every third position along the strand. (XaaYaaGly). Proline and Hydroxyproline commonly take the Xaa and Yaa positions although they are interchangeable with other amino acids resulting in different stereoelectronic and steric effects within the helices. However, ProHypGly is the most prevalent triplet in collagen.⁶¹ To acquiesce tight tropocollagen packing, the residues in each strand are staggered so that glycine, the simplest amino acid, bonds with the larger residues making the helix as space efficient as possible (Figure 10).

⁵⁷ Ryder, M.L. M.Sc., Ph.D., M.I. Biol., F.S.A. (SCOT.) (1964) Parchment—its history, manufacture and composition, *Journal of the Society of Archivists*, 2:9, 391-399, DOI: 10.1080/00379816009513778

⁵⁸ Haines, B. M. (1999). *Parchment: The physical and chemical characteristics of parchment and the materials used in its conservation*. Northampton, MA: The Leather Conservation Center.

⁵⁹ Shoulders, M. D., & Raines, R. T. (2009). COLLAGEN STRUCTURE AND STABILITY. *Annual Review of Biochemistry*, 78, 929–958. <http://doi.org/10.1146/annurev.biochem.77.032207.120833>

⁶⁰ Ibid.

⁶¹ Ibid.

The stereoelectronic $\text{N-H}_{(\text{Gly})} \cdots \text{O}=\text{C}_{(\text{Xaa})}$ hydrogen bond holds the helices

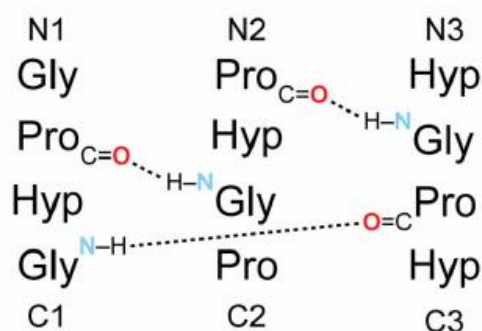


Figure 10: Hydrogen bonding between collagen strands allowing triple helix formation. Retrieved from Shoulders, M.D., & Raines, R.T. (2009). *Collagen Structure and Stability*.

together. “The ladder of hydrogen bonds observed in these crystal structures is essential for holding the triple helix together, and its absence in natural collagen leads to a variety of pathological conditions.⁶²” The helices bond intermolecularly to form a fibril, the smallest collagen structure microscopically visible. Collagenous fibrils have

surprisingly consistent diameters and lengths. Tests have indicated that a fibril formed from helices longer or shorter than 300 nm would have adverse mechanical properties.⁶³ Fibrils twist into distinct groups called fibers by helical coiling. A singular fiber is never alone; large bundles of fibers weave together to form the layers of skin previously mentioned.

The stability of collagen is due to an increasing degree of helical twisting and interweaving, starting from the molecular level; polypeptides twist into tropocollagen which combine into fibrils which connect to make fibers. Collagen’s depth of stability gives parchment its extreme durability and strength. In the parchment making process, after being soaked in an alkaline bath the collagen in skin is saturated with water and lime residues. This saturation loosens the fiber net. Tension applied to the skins at this point stretches the waterlogged collagen fibers from a complicated weave into sheets parallel to the surface. As the excess water evaporates from the skin, the internal capillaries tighten, fixing the new formation of collagen fiber bundles.

⁶² Shoulders, M. D., & Raines, R. T. (2009). COLLAGEN STRUCTURE AND STABILITY. *Annual Review of Biochemistry*, 78, 929–958. <http://doi.org/10.1146/annurev.biochem.77.032207.120833>

⁶³ Ibid.

The collagen which dominates parchment composition determines parchment reactivity. For example, parchment is very sensitive to temperature and humidity. In humid air, the skin absorbs moisture (as it absorbed water and lime when it was created) and the skin will swell. As the water evaporates, surface tension of the water will pull the parchment fibers together and towards the membrane surface. Without applying tension to the skin while it dries, it will cockle and warp, sometimes severely. As many conservators have realized, however, a humid or relaxed skin is easily manipulated.

Too dry an environment causes parchment to lose flexibility and become brittle. Direct heat causes parchment to shrink when the thermal energy input exceeds the energy of the hydrogen bonding in collagen. A healthy sheet of parchment has a shrinkage temperature of 55-65°. ⁶⁴ With time, parchment is susceptible to damage by mold, UV light, air pollution, discoloration, photodegradation, and oxidative degradation. These are just some of the maladies conservators must understand and overcome in order to preserve an artifact made of parchment.

v. TREATMENT METHODS

In conservation practice, it is vital to understand each document, work of art, or artifact as a unique object. Treatment decisions must be drawn on an individual basis, catered to each document independently. This can only happen when one is familiar with its condition; for this reason each document was assessed separately to determine a custom individualized diagnosis. The prognoses across the collection may include similar processes, especially because this group of materials is of common support, age, and damage. Therefore several broad statements inclusive of several documents can be made about the recommended treatments. During treatment administration however, there will only be one document treated at a time.

⁶⁴ Fellows-Jensen, Gillian, and Peter Springborg, eds. *Care and Conservation of Manuscripts 8*. Copenhagen: Museum Tusculanum Press, 2005.

After analyzing the documents, I concluded that the majority of the documents were in a stable enough state to endure a normal amount of handling without serious threat. The exceptions to this conclusion possessed a higher degree of perforation along the edges or interior losses that threatened to degrade, especially in the context of handling. In most cases these areas are quite small, and only 1-2 documents require more extensive attention. Despite the overall stability of the collection for handling purposes, the entire collection (with only a few exceptions) will present complications in the realm of digitization.

The obstacles preventing some of the documents from being imaged properly are the rigid warping and folds previously described in the condition discussion. These qualities would potentially block text in the image. In addition, wrinkles and waves are not cooperative with the aperture of even the best camera lenses, and may lead to text distortion. Because the digital resource is primarily intended to provide online access to the *content* of the documents, it is not favorable for the topography of the document to obscure the textual information. The only way for the image to provide the necessary information is if provided a relatively flat document for photography. For this reason, it is a necessity that the treatment of many of the documents involves some degree of relaxation.

I recommended an umbrella formula for treating the collection consisting of five main steps; documentation, cleaning, relaxation, repair, and digitization/housing. Each document will require documentation and cleaning regardless of condition. Each concurrent step is dependent on the condition of the parchment. See the following figure for the basic thought process needed

for each piece in the collection:

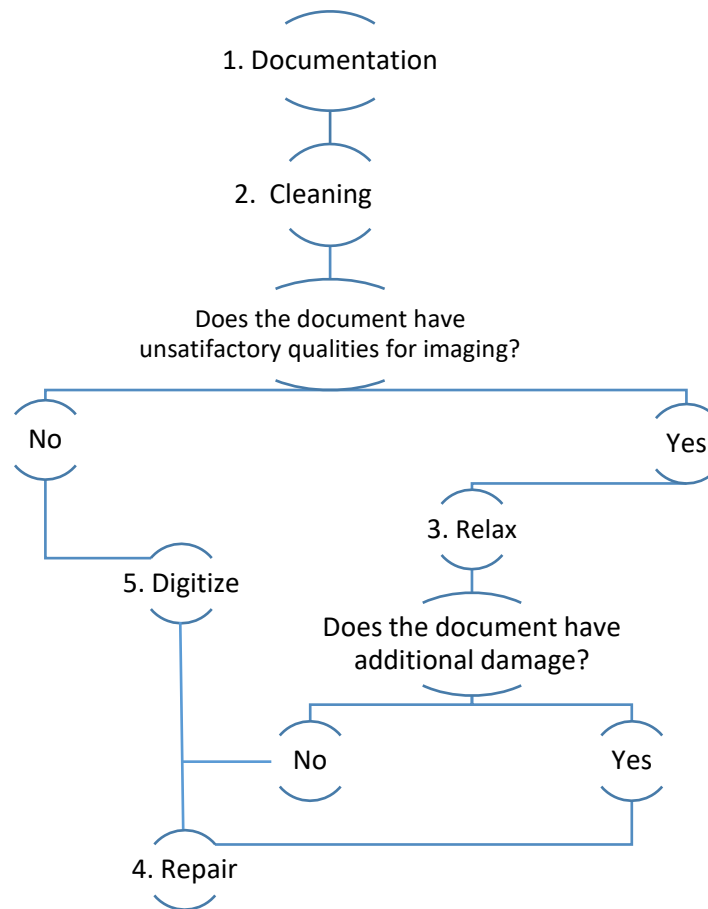


Figure 6: Umbrella formula for treatment

a. Photodocumentation

“Before Treatment” documentation is a vital step in any conservation treatment. It allows future conservators to understand the past condition of a material, and serves a function in preserving the history of the object. Damage is a part of an object’s history, and because in most cases it is impractical to allow the object to remain damaged and at risk of deterioration, by documenting its damaged state, one is memorializing the interactions that led to its prior condition. This information should be made available to anyone with intentions to learn from or

use the object; the historical integrity of the object is dependent on the acknowledgement of every state of being – to the best of the steward's knowledge.

"Before" imagery can also be very important if there were something to go wrong in the treatment. A high quality image would be able to commemorate the existence of the object. In the worst case scenario, if the true object were destroyed or lost, this image would then take the object's place. In the much more likely scenario that future conservators stumble upon the object and disagree with the applied treatments, the images act as touchstones to refer to should they chose to remove or alter treatments.

b. Cleaning

Cleaning is a necessary step in the case of this project for each document. What is known and unknown about the origins of these documents (only that they were held in storage for several years) suggests that they have had exposure to their fair share of unwanted substances. Besides that, each of these documents is visibly dirty. In addition, cleaning is a very important step for any document that is going to be relaxed. Relaxation of parchment (to be discussed further), usually involves introducing moisture into the capillaries of the skin. When moisture is introduced into the system, the matrix of surface grime is able to ingrain itself into the membrane. This will make it nearly impossible to clean unless using solvents or a bath method, which is typically unfavorable due to high potential for damage to the parchment structure and ink.

There are many methods for cleaning parchment, both aqueous and dry. In this case, the best way to relieve the surfaces of dirt will be through the use of a dry technique. Use of aqueous solvents is necessary in specific circumstances, but moisture will always impose a threat on the skin, and for a standard cleaning procedure higher these threats greatly outweigh the benefits. No

pieces in the collection possess any surface media vulnerable to damage, and each skin is a threshold condition allowing them to withstand any stress which the cleaning may present. Therefore my recommendation is: a simple, gentle cleaning should be completed for this collection using a vinyl block eraser, or a sponge-type eraser.

At this point, some of the documents in the collection may not need any further attention, and could be digitized and housed. Documents that have no creases, folds, wrinkles, or warps that are severe enough to interfere with the digitization process, while also being free of any precarious damages (i.e. tears, holes.. etc) would be contenders to be exempt from any further treatment. For the rest of the pieces, those with exceptional topographies or rigid folds which obscure textual information, will need to be relaxed.

c. Relaxation

Relaxation can cause some uncertainties and hesitancy among curators and conservators. Conservators should strive to be especially wary of the risks which altering the formation of the document can present. The integrity of the object can be compromised if it is reformed from a state that was historically significant to the object. For example, this would be an issue if a medieval roll was flattened into sheets. It will be important to find the balance between relaxing each document to a state which allows it to be digitized, and preserving authenticity.

Relaxation of parchment is done by introducing moisture to the skin in a controlled manner. As moisture fill the capillaries of the skin, the fibers of the parchment are loosened, and the conservator is able to rearrange the collagen bundles with tension or pressure as the membrane dries. There are various methods for relaxing parchment membranes, and a treatment for this collection cannot be described in general terms. Some documents will need full exposure to moisture within a humidification chamber and some will only need local treatment. Some less

stiff documents may be able to be relaxed without any moisture, using only long-term exposure to pressure and tension to gradually expand contracted areas. Regardless, in each case, the relaxation process should be monitored intently as over-humidification can lead to unwanted skin deformation

Relaxation is a two part process; just as what goes up must come down, what is dampened must be dried. The drying process of relaxation is equally, if not more important than the humidification process. Without proper tension or pressure, the parchment is viable to shrink back into a worsened wrinkle formation. Tensioning a parchment document for drying mimics its creation and being pulled across a wooden frame. Pressure works well when a tensioning method is not viable.

Some of the documents also possess damage to a point which requires some maintenance. This must be done after relaxation to make sure the parchment is aligned, and because if the documents were repaired prior to relaxation the moisture of humidification would undo the adhesive. The document is eligible for repair when a tear, hole, or edge is to a severe enough degree that it could worsen under normal handling. Most of the documents, as specified in the condition assessment, have insect damage along their edges, but not all of this damage needs to be reinforced. Most tears and any holes within the center of the document (excluding puncture holes from sewing) need to be consolidated.

d. Repair & Housing

For the documents which require repair-work, there are many routes by which to achieve a renewed state. Traditionally medieval skins would be repaired by parchment patches or by sewing together holes. Some of the documents in this collection have been repaired in this manner. For the contemporary standard, Goldbeater's skin adhered with gelatin is an appropriate

patching option for these documents. Goldbeater's skin is a thin, transparent made from the outer membrane of cow intestine.⁶⁵ As it derives from a skin-like material, goldbeater's skin reacts well with parchment, and it behaves in a like manner. It is a strong material, and does not distract from the rest of the document. Gelatin, similarly, is derived from collagen, and so is an appropriate choice of adhesive. Gelatin is easily prepared, and commercially available, making it a favored option for many parchment conservators.⁶⁶

The last step in the treatment of these documents will be their digitization. This step is necessary in order to provide images online for their digital access to the public. Afterwards the documents will be stored in an appropriate housing solution. The documents will be divided by their physical characteristics; documents that were once used as ledger book covers will be differentiated from the others, most of which are rolled. Then these categories will be further divided by size. Several objects similar in size can live in the same container. The containers will conceivably be clamshell boxes custom made from archival storage materials. These boxes are safe, compact, and attractive storage options.

The actions described above will prepare these documents to be made accessible to the public. These processes protect the documents, make them more durable for future researchers to handle, and will preserve them for years to come. Before these documents will be completely accessible, they will need to be cataloged and made available online. Their digital images will provide a visual queue when they are uploaded to the website, and allow their use around the world as digital files. The treatment is estimated to span several months, and will begin in April 2018.

⁶⁵ *Paper Conservation Catalog: Parchment treatments* (9th ed.) (W. Newman & A. Quandt, Comps.). (1994). Washington D.C.: The Book and Paper Group of the American Institute for the Conservation of Historic and Artistic Works.

⁶⁶ *Ibid.*

CONCLUSION

In summary, this research analyzed the importance and challenges of having medieval manuscripts as collection items in library institutions. Additionally, this research expressed the importance of special collections access and preservation of library materials. In order to assess these topics, I first investigated the characteristics of medieval manuscripts which set them apart from typical library materials. These objects lie somewhere on a spectrum between public use collections and museum-like artifacts. Qualities such as miniatures, elegant script, initials, and bindings make these pieces more like works of art, but with textual information and bibliographic formats, these objects demand to be physically held in order to be wholly encountered, comparable to a library material. In addition, I proposed that ideal access is produced by synergy of three components: descriptive record, awareness, and security and preservation. If these three categories are fully exploited, the library materials are deemed to be accessible to the furthest extent.

Next, I examined the Rare Books and Manuscript Library at the Ohio State University to critically analyze the characteristics and efficiency of their medieval manuscript access. I compared Ohio State to four other institutions to conclude that OSU has a notable collection and will reach a standard of digital access following the launch of their updated website. However, the steady rate at which documents are being deposited in conjunction with the too few available personnel for processing these documents has created a backlog of materials. I recommended that a serious effort be made to establish records and digitize these materials in order to provide public access to the entire collection in the RBML.

Lastly, in order to aid in providing access to a newly deposited collection of manuscripts, I conducted a conservation condition assessment of the manuscripts deposited by local Columbus collector, JC Hanks. This collection had no available information on provenance, and had not

been recorded in any way in the Ohio State Collection. I proposed a strategy for preservation via remedial treatment. Unfortunately the time span of this project is too lengthy to be finished within my time at Ohio State. This work is being adopted by the conservators employed at the OSUL Preservation Unit. The treatment will consist of cleaning, relaxation, repair, housing, and digitization. The digitization will allow for the materials to be presented on the digital collections website once these materials have been given a descriptive record.

I hope this research serves as a call-to-action for all library institutions to improve their manuscript access and preservation practice. Manuscripts are important pieces of cultural heritage, and it is the responsibility of the steward to care for these materials while facilitating their access. In order to determine the best way to approach manuscript access, those in possession of manuscripts, whether an institution or private collector, must be consistently, critically engaged in examining current methods of presentation and preservation, absolutely transparent in decision-making, and accepting of suggestion or criticism. This research sought to provide transparency into the treatment of manuscripts at the Ohio State University Libraries, engage in the broad discussion in special collection access, and determine the best route of action in the preservation of a specific collection within the OSU RBML.

Appendix A | Condition Survey

Condition Examination

Date: 1/24/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.17

Date: 1344

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	99	1	71.5 x 19.8
2	3	103	1	69 x 18.5
3	2	48	1	57 x 18.9
TOTAL	8	250	3	195.5 x 18.9 cm

*2 cm loss due to overlap

NOTES:

EDGES	Significant loss of the bottom right corner of the third membrane (~6.5 x 6.5 cm) A precarious area on the bottom right edge of the third membrane has been previously repaired by a parchment patch pasted to the recto of the document. However, this area seems prone to flaking. The top right corner of the first membrane also has a significant loss. Left edge of the entire document is in good condition. Evidence of rodent damage along the right edges resulting in some text loss, but is stable.
HOLES	One small piece of string remains threaded into the middle left margin of the second membrane. There are holes along the top of the first membrane, suggesting it was sewn to another piece.
SKIN	N/A
FOLDS/ CREASES	None, document is rolled.
TEXT	Text is much lighter in tone in certain areas, faded intermittently throughout.
STAINS	Mostly concentrated to the right side. There is a large stain in the middle of the second membrane, and some subtle staining in the top region.
VERSO	The bottom of the third membrane has some horizontally running scratches or abrasions.
OTHER	The junctions of this document are sewn with parchment strips, not thread.

Condition Examination

Date: 1/18/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.15

Date: 1341

Membrane	Paragraphs	Lines	Images	Dimensions (cm)
1	5	60	1	57 x 15
2	7	58	1	53.5 x 17.3
3	6	73	2	102 x 18.5
Total	18	191	4	211 x 18.5

NOTES:

EDGES	Mild damage via rodents. The end of the document still has the natural curve of the animal. Significant area of loss on the top of the first membrane.
HOLES	Some small holes throughout. Small sewing holes present along the top of the first membrane with some string still intact and inhabiting the holes.
SKIN	N/A
FOLDS/ CREASES	Rolled. First membrane is roughly creased.
TEXT	N/A
STAINS	N/A
RECTO	N/A
OTHER	Sewing intact (linen thread).

Condition Examination

Date: 1/24/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.18

1361

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	52	2	51.7 x 15

NOTES:

EDGES	Left edge in good condition. Three areas of significant loss along the right edge with three moderate tears.
HOLES	Sewing holes at the top and bottom of the document, suggesting it could have been connected to more, however no overlapping symbols present.
SKIN	The bottom ~10 cm of the roll is more relaxed than the rest which is fairly stiffly rolled.
FOLDS/ CREASES	The bottom edge is folded over rigidly.
TEXT	The last paragraph seems to have been written differently than the rest in handwriting and in ink.
STAINS	Heavy staining on the 30-7 cm range and along the right edge.
RECTO	Pores are very visible. Stained.
OTHER	N/A

Condition Examination

Date: 1/24/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.16

Roll 1342

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	2		3	82.8 x 14.8

NOTES:

EDGES	Top ~25 cm is in very good condition, then both edges suffer from minor, 1-2 cm losses and tears.
HOLES	2 large (~3 x 3 cm) losses in the inner bottom ~14 inches of the document. 7 cm down there is one 7 cm tear, the parchment has shrunk back from this tear resulting in the edges pulling apart. One other loss near the tear ~4.5 cm. There are sewing holes along the top edge of the document.
SKIN	Quite thick and stiff skin making it very hard to roll out.
FOLDS/ CREASES	The bottom of the document is folded over, brittle, stained, and fragile with two visible sewing holes.
TEXT	
STAINS	Moderate staining and discoloration, especially in the middle.
RECTO	Staining and text.
OTHER	The bottom ~14 cm are blank.

Condition Examination

Date: 2/2/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.6

Roll 1296

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	6	93	1	74 x 23.4
2	3	89	1	73 x 23.4
3	3	12	1	14.7 x 20.2
TOTAL	12	194	3	159.7 x 23.4

NOTES:

EDGES	Top, bottom, left and right edges all only suffer from minimal insect/rodent damage. The exception is the right edge of the third membrane which has a greater area of loss due to insect/rodent damage.
HOLES	There is only one small hole from damage in the first membrane, and then sewing which attaches the 1 st and 2 nd membranes obviously. The second membrane has no holes other than those which conjoin the membranes. The last membrane has three larger damage holes, one of which is repaired via a parchment patch adhered to the recto.
SKIN	Smooth, thick, stiff.
FOLDS/ CREASES	The document was rolled and then flattened. This causes the document as a whole to have 11 successive horizontal folds.
TEXT	N/A
STAINS	The document as a whole has minimal staining. There is some spotted staining throughout, and at the bottom of the second membrane there are large yellowed areas on the left and right hand side.
RECTO	Roman numeral/year.
OTHER	First and last paragraphs have ornate initials

Condition Examination

Date: 1/24/18

Examiner: Annabel Pinkney

Call Number: JCHanks.MSFrag.7.54

Fragment 1499

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	16	0	31.7 x 16.2

NOTES:

EDGES	Left and right edges are in good condition. The top and bottom edges are in poor condition sustaining several tears, rodent damage, and losses. Right edge has been cut off intentionally after the document was written because of text being cut through.
HOLES	There is a total of 94 holes in the document. Most of these are intentionally placed sewing holes in the middle of the fragment. There are four, 10 cm lines of sewing holes and a shadow of where the string once tied them in the middle of the fragment.
SKIN	The parchment is not extremely stiff, but not extremely relaxed either.
FOLDS/ CREASES	There is evidence of past creases which ran horizontally and vertically to the document. Two creases are folded up on the left side of the document.
TEXT	Much of the last two lines of text are lost.
STAINS	The bottom is stained.
RECTO	The staining is much more evident, there is a lot of writing, and ink splatter stains.

Condition Examination

Date: 1/25/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.53

Fragment 1488

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	41	1	39.4 x 15

NOTES:

EDGES	The top edge is cleanly cut through the paragraph resulting in lost text and suggesting that the document was originally longer. The left edge has minimal rodent damage. The bottom edge has some rodent damage and is missing the right corner to the naturally curved skin shape. The right edge has heavier damage to rodents.
HOLES	There are a total of 53 holes in the document. In the central region there are several, medium sized damage holes. There are many medium sized sew holes punctured throughout the document though very heavily concentrated in the center. Some small remains of string exist in the sew holes.
SKIN	Stiff and think parchment.
FOLDS/ CREASES	There is one central crease. The document rests folded in half.
TEXT	Text is light or faded.
STAINS	There is some minimal edge staining and bottom specks.
RECTO	Text, staining and speckles.

Condition Examination

Date: 1/25/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.52

Date: 1474

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	5	42	1	28.6 x 36

NOTES:

EDGES	Edges are all in good condition except a 3 cm tear in the left side and a minimal amount of rodent damage on the right side of the bottom edge.
HOLES	There are several medium sized holes from damage along the two of the ghost creases on the right hand side of the document. Large sewing holes line the right side. Large holes are also in the central ~11cm section of the document in three rows oriented from right to left. Each row is above the other. There are also medium sized sew holes along the bottom. There is one medium-sized hole (3 x 1 cm) in the central region. Small bits of string remain in the left side sew holes.
SKIN	Thick, not quite stiff or relaxed, quite smooth.
FOLDS/ CREASES	Written horizontally, but folded vertically. There are many creases in the document. One hard crease vertically where the document folds, and many ghost creases from previous folds.
TEXT	Good condition.
STAINS	Minimal staining.
RECTO	Text, staining, speckles.
OTHER	The bottom ghost crease, placement of the notary seal, and the medium sized sew holes in combination suggest it was a part of a larger document.

Date: 1/25/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.51

Date: 1470

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	47	2	40.9 x 27.7 (top), 32 (bottom)

NOTES:

EDGES	Left and right edges both have moderate rodent damage. The top edge has a large loss (~8 x 2.5 cm) and is also jagged and torn from rodents and time.
HOLES	There is a large naturally formed hole in the skin in the bottom left corner. There are upwards of 100 small puncture or sew holes concentrated in the central area of the skin, though there are many others arranged around the margins. No string remains in the document. There are other moderately sized holes, the result of damage, in the vertical creases of the document. There is one especially big hole (~4.5-3 cm) in the interior of the document.
SKIN	Fairly relaxed skin. Seems to have been folded or crumpled a lot so it has a soft texture. However, the skin itself is thick.
FOLDS/ CREASES	The bottom ~1-2 cm is folded rigidly onto itself. There are two ghosts of, parallel, vertically-running, intentionally-made creases. The document is not folded upon these creases, instead is folded in half horizontally. Three quarters down the document, there are some rigidly formed creases in the central region which are hiding text within the folds..
TEXT	Good condition.
STAINS	Moderate staining throughout. Quite stained and speckled in the bottom left and right corners.
RECTO	The creases, staining, and holes are much more visible. There is a lot of text.
OTHER	The sew holes located in the bottom creases suggest the document was sewn to something else.

A DEFINITE CANDIDATE FOR CONSERVATION

Condition Examination

Date: 1/25/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.50

Fragment 1466

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	44	1	43 x 29.2

NOTES:

EDGES	The left and right edges have had large triangular and trapezoidal areas hand-cut away from them, resulting in a loss of text. There is minimal rodent damage on the right edge. There is a 3 cm tear into the center of the left side, along the crease.
HOLES	In the central 10 cm of the document (from top to bottom) there are large areas of many small sew holes, or puncture marks. There are two columns of holes on the right side, and about four columns on the left. There is a small amount of string left into the right side holes. Other holes which were caused by damage are scattered throughout the document.
SKIN	The skin is stiff, but thin which makes it easy to unfold and flatten.
FOLDS/ CREASES	There are several creases causing the resting state of the document to be folded down the middle. The last 2 cm of the document is rigidly folded onto itself. There are two, parallel, vertically running creases, forming left and right margins. There are two, parallel, horizontally running creases, forming top and bottom margins. These do not exist as folds. The bottom left quarter edge is accordion folded quite rigidly, resulting in the loss of text.
TEXT	Line spacing increases over time. The bottom 11.5 cm of the document is blank.
STAINS	Very minimal staining.
RECTO	Evident that the spine of the animal ran vertically with the length of the document. There is an abundance of text. There are ghost shadows where the string used to be in the middle columns of sew holes.
OTHER	Sew holes along the bottom crease suggest it was part of something bigger.

Condition Examination

Date: 1/25/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.49

Fragment 1442

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	58.5	0	38 x 20.6

NOTES:

EDGES	The bottom seems to have been cut after the document was made as the last sentence has been cut completely in half. The left edge is near perfect condition. The right edge only has minor rodent damage, with two crescent shaped losses each ~8 cm long and 1 cm deep in the center of the edge.
HOLES	There are two columns of small sew holes in the left center area of the document. Two columns of holes on the right mirror those on the left except these have torn together, making one large tear ~ 9 cm long and lots of string remaining in the untorn holes. There are medium-sized sewing holes along the top edge as well.
SKIN	The parchment is fairly relaxed. It is folded down the middle, but is easy to flatten.
FOLDS/ CREASES	The document rests folded in half.
TEXT	The text fades in and out along the document.
STAINS	There is minimal staining, with only some edge discoloration.
RECTO	The middle of the document in the between the left and right columns of sew holes is a darker shade from the rest of the back. There are many old crease lines, and a lot of text.
OTHER	

Condition Examination

Date: 1/25/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.48

Fragment 1440

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	50	1	53.1 x 18.5

NOTES:

EDGES	Cut on the top and bottom. Left edge in near perfect condition, minimal rodent damage on the right.
HOLES	No sewing holes along the top or the bottom edge. There are many holes on the bottom half of the document. Some appear to be sew holes and others are unintentional damage. Two pieces of string remain in sew holes.
SKIN	Moderately stiff parchment.
FOLDS/ CREASES	Tough crease along line 21 of the document, making this line of text indecipherable. The bottom 2.5 cm is rigidly folded inward. There are two creases running horizontally, parallel to one another approximately 1 cm apart allowing the document to rest folded closed. Two creases run parallel, vertically along the left and right edges.
TEXT	N/A
STAINS	Minimal staining on surface, only two large on the bottom.
RECTO	Text: 4 lines at the top, large numbers of the bottom right, and other faint text scattered. The two vertical creases are very visible.
OTHER	Manuscripts starts with a title. The last 23 cm of the document is blank.

Condition Examination

Date: 1/27/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.46

Fragment 1437A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	5	36	2	40.7 x 20.6

NOTES:

EDGES	All four edges are in good condition. There is very minimal rodent damage on the right, left, and bottom edge. The bottom right corner (~1.5 x 1.5 cm) has torn and folded upwards onto itself. There is also a natural skin deformation along the right edge resulting in a semicircular loss approx. 4 cm long, 1 cm deep.
HOLES	There are roughly 100 holes in the document. Large sewing holes occupy the center of the document in four columns. Some of these holes have torn into one another. Other holes have come about in the vertical creases of the document as a result of weakened skin and damage. Many of the largest holes and losses in the document have been previously repaired by parchment patches pasted to the recto of the document. Some string remains in the sewing holes in the center of the document.
SKIN	The skin is soft as a result of being crumpled or folded many times, it does not feel smooth. Though folded in half, the parchment is quite limp naturally and does not resist flattening. The skin is quite thin.
FOLDS/ CREASES	The document rests folded shut by a central crease. The parchment on either side of this crease is folded in gentle, yet closely spaced waves. Two parallel, vertical creases once existed on the right and left sides of the document forming margins. However much of these creases have split of. There is also the evidence of a once horizontal crease about 3 cm down the document.
TEXT	The fifth paragraph does not match the rest of the writing in hand or ink, it is much larger and lighter in tone. Besides the five paragraphs clearly written along the length of the document, there are three sections of much smaller, lighter text situated between paragraphs and at the bottom of the document.
STAINS	The bottom right corner, the top central region, and along the two vertical creases in moderate to heavy staining. Text has not been lost as a result.
RECTO	Top half of the document is much darker than the bottom. Lots of text.

Condition Examination

Date: 1/27 /18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.47

Fragment 1437 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	84	1	50 x 15.2

NOTES:

EDGES	All four edges are in nearly perfect condition
HOLES	There are two holes ~ 24 cm down the document that appear to be intentional puncture holes.
SKIN	Stiff and thick parchment. Some natural skin discoloration along the top edge.
FOLDS/ CREASES	The document is nearly completely flat except for two horizontally running folds which are rigidly creased making the fragment refuse to remain open without pressure.
TEXT	N/A
STAINS	The bottom left corner and right edge is lightly speckled.
RECTO	Roman Numeral/ year
OTHER	

Condition Examination

Date: 1/27/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.45

Fragment 1436

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	2	18	2	28.7 x 50.4

NOTES:

EDGES	The edges are in fairly stable condition. Minimal rodent damage on all four, and several tears ranging from 0.5 to 1 cm can be found around the edges. There are no significant losses, except for one ~ 2cm deep loss into the center fold of the document along the top edge.
HOLES	There are 77 holes in this document, all of which appear to be intentional sewing holes though some have become enlarged over time. There are small sewing holes running vertically along the right most crease. Much larger holes are concentrated in the center fold of the document. Smaller sew holes extend into the right side of the document from the center on both the top and bottom of the document. There is a fair amount of string remaining in the center holes and the right side holes of the document.
SKIN	Skin is smooth, fairly thick, and fairly stiff, but not brittle.
FOLDS/ CREASES	Bottom left corner is folded rigidly onto its recto, and the top left corner is also creased- both seem to be unintentional products of damage. The document is folded vertically in the center of the document, directly through the horizontally written text. There is about 2.5 cm of rigidly accordion folded/crumpled up skin which make up this center fold. This has resulted in some text being obstructed. There are several very faint ghosts of creases on this document as well. One stretches from right to left horizontally, parallel to the text. Four, parallel, vertical, very faint creases exist as pairs on either side of the document. One final crease on the right side of the document has folded the right 1.5 cm of the document onto itself.
TEXT	The text is written horizontally though it is folded vertically. Underneath the second paragraph, there is a list written in lighter/more faded ink and in different script-type.
STAINS	Minimal staining on the document. Discolored along the edges.
RECTO	Staining is much heavier. There is a lot of writing and one large image takes up the right side.
OTHER	Because of the central folding, horizontal text, and central, vertically running sew holes, this fragment may have been bound. The notary symbol is quite large.

Condition Examination

Date: 1/27/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.43

Fragment 1428 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	9	49	1	37.5 x 21.5

NOTES:

EDGES	All four edges are in very good condition. No rodent damage. One loss in the left hand side of the top edge (~1 x 2 cm) and one loss in the bottom of the right edge (~1 x 1 cm)
HOLES	There are 35 holes in this document. There are medium sized sewing holes along the top edge of the document and large sewing holes in two vertical columns in the center of the document. Along two vertical creases in the left and right side several medium sized damage holes exist.
SKIN	The skin is moderately thin, with variant relaxed and stiff areas throughout the document.
FOLDS/ CREASES	The skin rests lying open, flat. The bottom left corner is wrinkled inward, obscuring some of the text. There is evidence of two, parallel, vertically running creases creating left and right margins on the document. There is also evidence of two horizontally running parallel creases, both towards the bottom of the document.
TEXT	Ink is dark and richly pigmented. The bottom three paragraphs are written in three different hands and scripts. The middle of these paragraphs is much lighter than the rest of the document.
STAINS	Only slight discoloration along the creases and edges of the document.
RECTO	Some additional text, and some white paper-like substance adhered in two areas of the bottom right corner. Roman numeral/year

Condition Examination

Date: 1/27/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.44

Fragment 1428 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	19	0	12.9 x 14.5

NOTES:

EDGES	Right edge has very minimal rodent damage, all other edges are in good condition.
HOLES	Six very small sewing holes along the top of the document.
SKIN	Skin is thin, smooth and stiff on the left, soft and relaxed on the right.
FOLDS/ CREASES	N/A
TEXT	Even, pigmented. Signed at the bottom- perhaps a card or note.
STAINS	Small ink stains along the top, one drip-like stain in the center.
RECTO	Some text, some staining, little else.

Condition Examination

Date: 1/27/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.42

Fragment 1425

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	9	41.5	1	32 x 31

NOTES:

EDGES	Right and left edges are in good condition. Top edge has small areas of loss due to rodent damage. The bottom edge has been cut after the writing of the document, as the 42 nd line of text is cut in half.
HOLES	There are roughly 100 holes in this document. There is one hole, ~1 cm in diameter that is a natural split of the skin. There are a few holes that have arisen due to damage to the document in the top, center of the document. There are medium sized sewing holes along the top edge of the document. There are six columns of small sewing holes parallel to one another about 9 cm long in the center of the document, spread across its width. There is a medium sized piece of string remaining in the top sewing holes.
SKIN	The skin is stiff but thin.
FOLDS/ CREASES	There are two, parallel, vertically running creases in the document that are no longer folded. There is one rigidly folded crease horizontally running through the document, causing it to rest folded shut.
TEXT	Many paragraphs of few lines. The text may change throughout the document, but it is hard to tell.
STAINS	Minimal staining. Top left corner is quite discolored.
RECTO	Stains, text, pores.

Condition Examination

Date: 1/31/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.41

Fragment 1424

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	48	1	54.5 x 19.7

NOTES:

EDGES	Edges are in good condition. Right edge has a 10 cm long area which has several mid-sized tears and losses. Right edge also has some small areas of rodent damage. The bottom edge is naturally misshapen.
HOLES	There are roughly 190 holes in this document. The majority of these holes are from sewing, but there are some losses due to damage scattered randomly throughout the document. The largest damage hole is 2 x 0.5 cm, all others are a fraction of that size. The sewing holes are very small, and some string remains in a few instances. 28 cm down the length of the document, there are four parallel columns of sewing holes, each 9 cm long, spaced about 5 cm apart. The bottom left hand corner also has two columns of sew holes, this time only about a cm apart, but also about 9 cm long.
SKIN	Moderately relaxed and thick.
FOLDS/ CREASES	The document rests in a folded confirmation due to a horizontal fold in the middle. There are remnants of several other horizontal creases on the document and one vertical crease along the left hand side. Some of these horizontal creases obscure the text very slightly. Towards the center fold, the document is tightly waved.
TEXT	N/A
STAINS	Minimally stained.
RECTO	One paragraph of text, then lots of large numbers on opposite sides of the recto.

SAME NOTARY SYMBOL AS !?

Condition Examination

Date: 1/31/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.40

Fragment 1423

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	54	0	43.4 x 17.1

NOTES:

EDGES	Edges are in good condition. The left edge is wrinkled near the top. The bottom edge seems to have been cut after the document was written due to the top flourishes of an initial being visible, but cut off.
HOLES	There are 39 holes on this document. Several medium sized holes have arisen from unintentional damage, and are scattered randomly throughout, especially in the creases. There are two, 6cm long columns of large sewing holes, spaced 6cm apart, about 15 cm down the length of the document.
SKIN	Thin skin, the bottom left corner is especially thin and weak, the upper left side is soft and malleable from wrinkles. The entire right edge is stiff.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central, horizontal fold. The document has remnants of past creases, both horizontally and vertically. The two vertical creases run vertically and exist along the left and right hand sides of the document, forming margins. Above the main center fold, the document seems to have been wrinkled, then flattened, leaving behind a tight wave, and wrinkles in the parchment.
TEXT	There is some smaller, fainter text written between lines.
STAINS	Top of the document is much more yellow than the bottom. Minor staining. Most discoloration is concentrated to the vertical creases.
RECTO	Some text. Wrinkles are much more prominent.

Condition Examination

Date: 1/31/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.39

Fragment 1422

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	2	30	1	27.2 x 14.6

NOTES:

EDGES	Top and bottom edge are in good condition The left edge has several tears and some areas are folded backwards on themselves due to the cockled edge. This has obscured the left most part of the text. The bottom right corner has some insect/rodent damage resulting in a mid-sized area of loss.
HOLES	There are 86 holes in this document. Except for two small holes in the top quadrant of the document, these holes appear to be punctures from sewing. Along the bottom edge there are two clusters of medium sized sew holes, and in the center 9 cm of the document there are 5 columns of sew holes. The first, third and fifth columns are small holes, and the second and fourth columns are large.
SKIN	The skin is smooth, and moderately stiff.
FOLDS/ CREASES	The document rests flatly. As previously mentioned, the left edge is slightly cockled. The center has tight, horizontal waves where the sewing once was, and there is a crease mark along the bottom edge.
TEXT	Text is slightly faded at the top of the document. There is some very light text in different handwriting and some sideways above the first paragraph.
STAINS	The document is discolored around the edges, especially in the bottom right corner. Moderate staining.
RECTO	Text, some drawings, stains, and speckles.

Condition Examination

Date: 1/31/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.38

Fragment 1420

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	47	1	41 x 17.5

NOTES:

EDGES	The left and bottom edge are slightly cockled. Other edges are in good condition.
HOLES	There are 37 holes in this document, the majority of which are sewing holes. Along the left edge crease, there is a long rip and several holes from damage. There is a large sew hole in each of the top two corners. There are a few perfectly circular holes randomly scattered which are most likely due to insects. In the center there are two columns of large sew holes.
SKIN	Skin is thin, smooth, and moderately relaxed.
FOLDS/ CREASES	The document rests in a folded confirmation due to a horizontal fold down the center of the document. There is a wrinkle in the bottom quadrant of the document which has obscured a line of text. There are two parallel creases along the left and right edge of the document forming margins. The center has tight, horizontal waves where the sewing once was. There are two horizontal creases along the top and bottom of the document.
TEXT	Text is dark and pigmented.
STAINS	Very pale skin. One large stain towards the bottom of the right side, and some discoloration along the creases.
RECTO	Text, stains.

Condition Examination

Date: 1/31/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.36

Fragment 1413 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	68	1	54.9 x 16

NOTES:

EDGES	Top and bottom edge in good condition. Left edge has minimal insect/rodent damage along the entire length, and the right edge only has damage in two mid-sized areas.
HOLES	There are 22 holes in this document, none of which are sewing holes. Most of these appear to be from insect/rodent damage, some could be the result of handling damage. These holes are no bigger than 1 cm at most. In the top right corner there are two larger holes (1.5 x 5 cm and 1 x 2 cm) that have been previously repaired by parchment patches adhered to the recto of the document.
SKIN	Thick yet moderately relaxed.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central horizontal fold. Along the document, there are several horizontal and parallel crease remnants. This document may have been rolled.
TEXT	The text is quite dark in comparison to the other documents in this collection. Reason to believe it may be a different type of ink. The notary seal is placed in the center of the last document.
STAINS	This skin is much darker than the others. May be ingrained dirt. The left and bottom edges have a lot of speckling, and the top 5 cm of the document is slightly darker than the rest.
RECTO	Faint remnants of text. Roman numeral/year label. The parchment patches are from a different sheet of parchment. White stains?

Condition Examination

Date: 1/31/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.37

Fragment 1413 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	2	61	1	55 x 17.2

NOTES:

EDGES	Top edge has a small area of insect/rodent damage. Bottom edge has a natural curve, and a small portion folded onto itself.
HOLES	There are 15 holes in this document. There is a line of very small sewing holes along the bottom, and three along the top as well. There is one damage based hole towards the bottom of the document.
SKIN	The skin is quite smooth and stiff. It is much thicker at the top than at the bottom.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central horizontal fold. There are other parallel horizontal creases as well (6 total along the entire document).
TEXT	Notary seal in the center of the last paragraph.
STAINS	Top is heavily discolored. Left and right edges are also stained.
RECTO	Some text. Roman numeral/year.

Condition Examination

Date: 1/31/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.35

Fragment 1411

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	6	59	2 (partial)	42.2 x 28.7

NOTES:

EDGES	Top edge is sustaining moderate rodent/insect damage. Left edge cut after the document was written as the leftmost text is cut off. Right edge has minimal rodent/insect damage and was cut after the document was written as the bottom rightmost text is cut off including half of a notary seal. Bottom edge is poorly cut (not straight across), and probably also after the document was written as only the top of another notary symbol is visible. The bottom left corner is missing a large bit due to rodent/insect damage.
HOLES	There are 271 holes in this document, four of which are unintentional damage holes. There is a significant amount of sewing holes in the center of the document. 10 cm from the top of the document, there are eight, 20 cm long columns of large sewing holes. There is a row of small sew holes along the top edge of the document as well. There is one large central hole along the vertical crease which has been repaired by a parchment patch adhered to the recto.
SKIN	The skin is moderately thin, and is alternatively relaxed and stiff throughout the document.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central horizontal fold. There is another horizontal fold, parallel to the main, about 10 cm above. There is one central crease running vertically lengthwise through the exact center of the document.
TEXT	The top 3 paragraphs of text is not written as neatly nor consistently as many manuscripts are. The bottom three paragraphs are each in a different handwriting, and are much neater. Missing a lot of text due to the cutting of the document.
STAINS	There is minimal staining, the central crease is slightly yellowed.
RECTO	Text paragraphs, and roman numeral/year.

Condition Examination

Date: 2/1/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.33

Fragment 1409 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	2	49	1	49 x 19.6

NOTES:

EDGES	Left and bottom edges are in good condition. The right edge harbors minimal insect/rodent damage with a moderate loss towards the top, and a complete loss of the top right corner. The top edge of the document is moderately damaged as well by insects or rodents.
HOLES	There are ten holes in this document. Two of which are natural skin imperfections in the bottom right hand corner, each less than 1 cm in length. There does not appear to be any sewing holes in the documents, the rest have come about by insect or handling damage. These are scattered throughout the document, but the majority lie along the bottom edge.
SKIN	Skin is variably thin and thick. Stiff and smooth.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central horizontal fold. The document is warped horizontally at high frequency throughout the document, suggesting that it may have been rolled or folded up at one point.
TEXT	Notary seal is through the center of the bottom paragraph.
STAINS	The skin has some natural skin discoloration along the left hand side and the top. There are several water droplet stains throughout as well.
RECTO	Pale. Faded text at the very bottom. Roman Numeral/year.

Condition Examination

Date: 2/1/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.34

Fragment 1409 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	60	1	36.4 x 16.5

NOTES:

EDGES	Edges in good condition. Very minor damage at the top right edge. The bottom edge has been cut after the document was finished as the final paragraph is cleanly cut through diagonally, resulting in the loss of half of the text and half of the notary seal.
HOLES	There are four holes in this document. There are two sewing holes along the top edge and two other holes that have arisen by damage one towards the top and one towards the bottom of the document.
SKIN	Very thick and very stiff.
FOLDS/ CREASES	The document rests in a flat confirmation due to the lack of any major creases or folds. The document is however rigidly warped, resulting in the gentle curvature of the parchment.
TEXT	Text is dark and pigmented.
STAINS	There are several large water stains on this document. The skin itself is darker than average.
RECTO	Small section of text towards the bottom. And Roman numeral/year

Condition Examination

Date: 2/1/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.31

Fragment 1403 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	50	0	42 x 22

NOTES:

EDGES	Edges are in good condition. Some minor damage exists on the top edge. The bottom edge was cleanly cut after the document was written as the last bit of text is cut off mid-paragraph.
HOLES	There are 96 holes in this document. Not included in this figure are three large losses that have been repaired previously by parchment patches adhered to the recto of the document. The majority of the document holes are intentional sewing holes. Sewing holes line the top edge of the document, suggesting it may have been attached to another. There are two small clusters of sew holes on the right and left edge, about $\frac{3}{4}$ down the length of the document. Additionally, there are four columns of sewing holes, two on the left side, two on the right, about 7.5 cm long, beginning 20 inches from the top. There is some string left in these holes. There is also a repair of weak skin via sewing in the bottom right quadrant, the repair is still intact. The remaining holes were the result of damage, and are scattered randomly throughout the document.
SKIN	Thick, and moderately stiff.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central horizontal fold. There are three parallel, horizontal creases and two parallel vertical creases not including the main fold. There is one horizontal crease at the top of the document where the sewing holes reside. The other two live as a pair approximately $\frac{3}{4}$ of the way down the document. The two vertical creases live on the left and right sides of the document forming margins.
TEXT	Text is dark and pigmented in general, though occasionally faded in small areas. There is some math oriented perpendicularly to the main text in the top margin. The parchment patches also have text on them.
STAINS	There is a 9 x 11 rectangle at the top, center of the document which is several shades darker than the rest of the parchment. Otherwise there is discoloration along the creases, edges and large losses, but no other significant staining.
RECTO	Text, patches.
OTHER	There are no symbols, but there is a large initial beginning the text.

Condition Examination

Date: 2/2/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.32

Fragment 1403 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	66.5	0	53.4 x 21.9

NOTES:

EDGES	Right edge has very minimal damage. Bottom edge was cut after the document was written because the text is cut off through several sentences.
HOLES	There are 87 holes in this document, all of which seem to be intentional sewing holes. Several holes lie straight along the top edge of the parchment. 16 cm down the length of the document there are four, 5.5 cm long columns of holes. Two on the right side, and two on the left side of the document. Some string still lives in the left two columns.
SKIN	The skin is thick, but moderately relaxed.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central horizontal fold. There are several past creases present. Each crease runs horizontally with respect to the document. There are two at the top, and two farther apart towards the bottom. The skin proximal to the central sewing holes is warped.
TEXT	N/A
STAINS	This is a dark skin in general. There is minimal staining throughout, with several darkened spots in the bottom quadrant of the document. A 4cm long horizontal strip of the skin, also in the fourth quadrant of the document, is darkened more-so than the rest.
RECTO	Text.
OTHER	No notary seals, but a large initial starts the text.

Same initial as the other 1403 fragment.

Condition Examination

Date: 2/2/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.30

Fragment 1400

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	5	76	2	44.8 x 17.7

NOTES:

EDGES	The top edge has a large loss in the left corner, and is quite damaged across the top. The left edge has four, identical 2cm deep losses, spaced ~6.5 cm apart. The right edge sustains minimal rodent/insect damage, and the bottom edge has a naturally curved edge.
HOLES	There are ten holes in this document. There is one large (3.5 x 1 cm) hole in the top-center of the document. There are 5 perfectly circular insect holes around this area, and on the top-most right edge there are four small sewing holes.
SKIN	The skin is thin and smooth, but very stiff.
FOLDS/ CREASES	The bottom and top edges are rigidly folded onto themselves. The document rests in a folded confirmation due to a central horizontal fold. In general, the parchment is very warped.
TEXT	The bottom paragraph is a different hand than the rest. The text is intermittedlt faded.
STAINS	The document is moderately stained.
RECTO	Roman numeral/year
OTHER	Because of the repeated biting pattern on the left side, this document was definitely once in a rolled confirmation.

GOOD CANDIDATE FOR CONSERVATION

Condition Examination

Date: 2/2/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.29

Fragment 1397

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	7	64	1	51 x 24.5

NOTES:

EDGES	Right edge has moderate insect/rodent damage. Top edge has two small tears. Bottom edge was cut after the document was written because the text is cut off through several sentences.
HOLES	There are 55 holes in this document. There is a row of small sewing holes across the top edge of the parchment. There are some larger damage/insect holes along the creases and the inside of the membrane. Lastly there are two columns of large sewing holes 7.5 cm long and 4.5 cm apart.
SKIN	Thick skin, moderately stiff.
FOLDS/ CREASES	This document rests folded into thirds because of two main, rigid, horizontal folds. There is evidence of lots of other folding in the past due the many crease lines on the document. There are eight, parallel horizontal creases which exist in pairs throughout the document. Two at the top, two which frame the sewing holes, two in the bottom third area of the document, and two at the very bottom of the document.
TEXT	The last paragraph is much small than the rest.
STAINS	Moderate staining on this document. Discoloration along the creases.
RECTO	Large text, stains, etc.

Condition Examination

Date: 2/2/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.28

Fragment 1390

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	68	1	47.6 x 17.8

NOTES:

EDGES	Bottom edge has two tears where the creases are. Left edge, minimal insect/rodent damage. Right edge, one ~1cm loss, unsure if natural or insect/rodent damage. Top edge was cut after the document was written because the text is cut off through several sentences.
HOLES	There are 46 holes in this document. Most of which are sewing holes. There is a row of sewing across the bottom edge of the document, and in two columns (8 cm apart, and 5 cm long) in the center of the document. There are several holes that are the unintentional result of damage, mostly concentrated along the crease lines of the document.
SKIN	Skin is a medium thickness, and a moderate stiffness.
FOLDS/ CREASES	The document rests folded into thirds. The top fold is slightly accordion folded. There are several crease lines throughout the document. Two vertically running, one on the left, one on the right, forming margins. Four running horizontally other than the main folds of the document.
TEXT	N/A
STAINS	Moderate Staining on this document.
RECTO	Large text.

Condition Examination

Date: 2/2/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.27

Fragment 1387 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	2	59	1.5	47.6 x 20.2

NOTES:

EDGES	All edges have evidence of being hand cut at one point/ The top edge has a clean rectangle cut out of the left corner (3 x 15.5 cm). The left edge is cockled at the top. The left and right edges have been cut to swoop inwards towards the bottom half of the document. Bottom edge was cut after the document was written because the text is cut off through several sentences.
HOLES	There are 97 holes in this document. There are many holes that have arisen by unintentional damage heavily concentrated in the vertical creases of the document. Some of these holes are scattered throughout the center. There are small sewing holes along the length of the left edge. There are two, 10cm long columns of large sewing holes in the center of the document.
SKIN	Thin skin, moderately relaxed, heavily worn, soft.
FOLDS/ CREASES	The document rests folded into thirds due to two main folds. There are several crease lines throughout the document. Three running vertically, one along the right edge, two along the left. There are several horizontal crease marks as well. In general the document appears to have been wrinkled harshly in the past before being flattened again.
TEXT	Fades in and out throughout the document.
STAINS	The document is moderately stained. The two main vertical creases are discolored.
RECTO	Large text. Pale square area over the central sew columns. Black ink speckles scattered.

Condition Examination

Date: 2/3/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.26

Date: 1387 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	2	77	1	63 x 18.8

NOTES:

EDGES	All edges are in good condition except for some very minor damages on the right edge.
HOLES	There are 62 holes in this document. Less than ten of these holes have arisen from unintentional damage, and are only present in the creases of the document. There are sewing holes across the bottom horizontal crease, most of which have become enlarged over time. There are two pairs of sewing columns on this document, each about 6 cm in length and 5 cm apart. The first pair lives 1/3 of the way down the document, and the second pair lives about 2/3 down.
SKIN	The skin is moderately thick, and reasonably relaxed.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central horizontal fold. There are many crease marks on this document. Two run vertically along the length of the document, one on the right side one on the left. Several horizontal creases run perpendicularly to these. Besides the central fold, there is one horizontal crease at the top and bottom, and on either side of each pair of sew columns there is also a crease.
TEXT	Very dark and pigmented.
STAINS	Discoloration in the creases, minimal staining otherwise.
RECTO	Large letters, text.

Condition Examination

Date: 2/3/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.25

Date: 1379

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	89	3	69 x 17

NOTES:

EDGES	Almost no damage on any of the edges except for few very minor areas of perhaps insect or rodent chewing.
HOLES	There are no holes in this document.
SKIN	Medium thickness, but stiff.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central horizontal fold which is not harshly creased, but is quite rigid.
TEXT	N/A
STAINS	The document is minimally stained.
RECTO	Roman numera/year.

Condition Examination

Date: 2/3/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.24

1375 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	35	1	31.1 x 16.2

NOTES:

EDGES	Left edge in good condition. Right corner of bottom edge is folded rigidly onto itself. Right edge has moderate insect/rodent damage. Top edge has moderate insect/rodent damage. Top right corner has been mostly eaten away.
HOLES	There are three holes in this document. All three lie in the top right corner of the document and are the result of damage.
SKIN	Soft. More thin and relaxed at the top than the bottom which is thicker and more stiff.
FOLDS/ CREASES	The document rests flat as there are no significant folds. However, there is some topography as the result of some repeating horizontally oriented waves. This document was perhaps once rolled.
TEXT	N/A
STAINS	Moderately stained. Top is discolored in comparison to the rest.
RECTO	Roman numeral/year

Condition Examination

Date: 2/3/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.23

1375 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	54	1	43 x 14.7

NOTES:

EDGES	Edges are definitely not straight or square. Minimal rodent/insect damage on the left and right edges. Top edge slightly cockled. Bottom left edge folded onto itself, and bottom right edge has minimal rodent/insect damage.
HOLES	There are 12 holes in this document. Most appear to be the result of damage, some may be small sewing holes, especially those along the left edge.
SKIN	Moderately thin and relaxed.
FOLDS/ CREASES	The document rests in a folded confirmation due to a horizontal fold in the center of the document. In addition, there is topography to the document as the result of some repeating horizontally oriented waves. This document was perhaps once rolled.
TEXT	Slightly faded at the top.
STAINS	This parchment is significantly darker than the other pieces in this collection. Heavily stained, but does not obscure the text except perhaps slightly at the top of the document.
RECTO	Roman Numeral/year.

Condition Examination

Date: 1/24/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.22

Fragment 1373

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	63	1	74 x 42.4

NOTES:

EDGES	Cut on top and sides, the leg hole is still visible on the bottom.
HOLES	No sew holes top or bottom. Holes ranging from 0.4 to 1 cm cover the document.
SKIN	Skin is quite stiff in the middle while the edges are limper, softer, and more malleable.
FOLDS/ CREASES	Three very hard creases. Edges are wrinkled.
TEXT	N/A
STAINS	Heaving staining in the top left corner, and droplets running horizontally at 12, 23, and 55 cm.
RECTO	Small area of text on the bottom, white crease lines cover the back, and areas of white splotches towards the top. Roman numeral/year

Condition Examination

Date: 2/3/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.21

1370 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	58	1	53.8 x 18.2

NOTES:

EDGES	Top edge has some small tears into the sewing holes. Right edge has some minimal rodent/insect damage and some curvature due to natural skin formation. Left edge is mostly good condition with the exception of a 2 cm deep, 3 cm long loss towards the top of the document. The bottom right corner is completely missing (approximately 4 x 8 cm worth). It seems to have been cut, as the edges are clean.
HOLES	There are 51 holes in this document all of which are sewing holes. A row of small sewing holes runs along the top edge of the document. Two rows of small sewing holes run horizontally to what is left of the bottom edge of the document.
SKIN	The skin is thin, but moderately stiff (I.e. not very easy to lay flat w/o help)
FOLDS/ CREASES	This document is unique as it rests in a folded confirmation due to a central horizontal fold which bends the text to face outwards. In addition there is a crease mark which runs vertically along the left edge of the document, and two horizontal creases at the bottom of the document running parallel to the bottom edge. Additionally, several horizontally oriented waves of the parchment create a warped topography of the document.
TEXT	The notary seal lives inside the third paragraph, and the very last paragraph is written at the very bottom of the membrane, at least 17 cm away from the previous text, and punctured by sewing holes and run through by creases.
STAINS	Moderately stained piece. One especially nasty area on the top left of the document obscures some text.
RECTO	Some small paragraphs of text towards the bottom.

Condition Examination

Date: 2/3/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.20

1370 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	63	1	54.3 x 21.6

NOTES:

EDGES	Left edge has very minimal damage. Top edge has one small tear. Bottom edge is slightly wrinkled on the right hand side. Right edge has moderate insect/rodent damage especially towards the top where the top right corner is completely eaten away.
HOLES	There are 51 holes in this document, all of which except two are sewing holes. The sewing holes run along the length of the top and bottom edge of the document.
SKIN	Moderate thickness. Fairly stiff.
FOLDS/ CREASES	This document is unique as it rests in a folded confirmation due to a central horizontal fold which bends the text to face outwards.
TEXT	Pale text. Bottom paragraph and line written differently than the rest.
STAINS	Moderately stained. Top right hand corner is the most discolored. Bottom left corner hosts many dark speckles. A mid-sized dark spot in the central 1/3 of the document obscures some text.
RECTO	Roman numeral/year.

Condition Examination

Date: 2/3/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.19

1370 C

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	58	1	83 x 23.4

NOTES:

EDGES	Left edge has minimal insect/rodent damage esp. near the top. Right edge also has minimal insect/rodent damage esp. near the top, and a 2.5 cm deep tear towards the bottom. The bottom two corners are missing due to the natural curving of the skin for the animals legs. Missing the top right corner due to insect/rodent damage. Top edge only minimal rodent/insect damage.
HOLES	There are 10 holes in this document, all of which are small sewing holes along the top edge.
SKIN	The skin is thick and stiff.
FOLDS/ CREASES	The document rests folded into thirds due to two main folds though these folds are not creased, they are rigidly warped. The skin is generally quite warped as well.
TEXT	Faded in and out although mostly quite dark and pigmented. The bottom 39 cm of the document are blank.
STAINS	Heavily stained. Top is discolored in large areas, and the bottom is much more spotted with large dark stains.
RECTO	A line of text in large font. Spine runs vertically along the length of the document.

Condition Examination

Date: 2/7/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.14

Date: 1323

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	2	54	2	67.9 x 22.1

NOTES:

EDGES	Top and bottom in good condition. Left edge has moderate rodent/insect damage throughout resulting in the loss of the top left corner which has been repaired via a parchment patch adhered to the back. Right edge has minimal insect/rodent damage, but a 2 cm deep tear towards the bottom.
HOLES	There are fourteen holes in this document. All of the holes are from small intentional sewing punctures. There are three clusters of these small sew holes along the right edge, and one on the left. There is still some string remaining in some.
SKIN	Thick and stiff.
FOLDS/ CREASES	The document rests in a folded confirmation due to a horizontal fold in the center of the document. Otherwise there are no other signs of previous folds or creases in the skin.
TEXT	There is one drawing on the back of the document.
STAINS	Moderate staining. The skin has an overall 'grimier' look than the other skins. There is especially discoloration along the edges. A large blob of staining runs horizontally across the top, obscuring some text.
RECTO	Some text, image, Roman numeral/year and lots of numbers

Condition Examination

Date: 2/3/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.13

Date: 1311 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	7	44	3	44 x 23.9

NOTES:

EDGES	Right edge has very minimal damage. Bottom right corner is a little wrinkled and jagged.
HOLES	There are 12 holes in this document. Two are the result of damage, the remaining ten are small sewing holes in a row along the top edge of the document.
SKIN	The skin is soft, thick and brittle with the exception of the bottom right quadrant which is much thinner and more relaxed.
FOLDS/ CREASES	This document is unique as it rests in a folded confirmation due to a central horizontal fold which bends the text to face outwards. In addition, there is topography to the document as the result of some repeating horizontally oriented waves. This document was perhaps once rolled.
TEXT	Top five paragraphs are pale, bottom two are more pigmented. There seem to be three hands writing on this document, one writing the top five, one writing the sixth, and one writing the seventh due to the difference in handwriting and notary seals. Each notary seal lives inside of a paragraph.
STAINS	Moderately stained. Edges and the bottom 1/3 of the document are quite yellowed/darkened.
RECTO	A line of text in large font.

Condition Examination

Date: 2/7/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII.12

Date: 1311

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	23	1	33.1 x 18.3

NOTES:

EDGES	Minimal insect damage on right resulting in two small losses. All other edges are in good condition.
HOLES	There are 20 holes in this document. One hole is a natural loss in the skin, less than a cm in diameter. All the others are small intentionally punctured sewing holes. A row runs along the top edge of the document, and another row runs along the bottom.
SKIN	The skin is quite pale and smooth. Moderately thick, and stiff.
FOLDS/ CREASES	The document rests flatly. The bottom corners are slightly folded or creased, and the document as a whole is very slightly warped. There is one sign of a past crease running horizontally through the center of the document but it has been completely flattened.
TEXT	Slightly paler ink.
STAINS	Minimal staining or discoloration. Some dirty looking areas, but few actual stains.
RECTO	The crease is especially evident. There is some text. Roman numeral/year.

Condition Examination

Date: 2/7/18

Examiner: Annabel Pinkney

Call Number:

Date: 1305

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	53	1	50.5 x 26.5

NOTES:

EDGES	The left edge has severe rodent/insect damage. It is missing several large and sometimes deep losses such that none of the original edge remains. This has resulted in a large loss of textual information. The top edges left most side is entirely eaten away, although the right is fairly straight across though appears to have been cut after the document was writing because of remnant of text cut off at the top. The top right corner is eaten away, and the right edge sustains moderate rodent/insect damage. The bottom is in good condition, but has two large natural leg hole curvatures instead of the bottom two corners.
HOLES	There are seven holes in this document, all appear to have arisen from damage. There is one large hole in the center of the document (5cm x 3 cm)
SKIN	Smooth, thin, stiff.
FOLDS/ CREASES	The document is rigidly folded three times. There are no other creases or folds present on the document.
TEXT	Loss from stains and damage.
STAINS	Heavily stained on the right edge, yellowed towards the bottom.
RECTO	Roman numeral/year.

Condition Examination

Date: 2/7/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII.10

Date: 1304 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	34	2	34.4 x 32

NOTES:

EDGES	Top and bottom edges are in good condition though are not the original cuts of the document. The left and right edge both have moderately harsh rodent/insect damage, resulting in the loss of most of the edges, but no text loss.
HOLES	N/A
SKIN	Thick and stiff.
FOLDS/ CREASES	The document rests in a folded confirmation due to a rigid horizontal fold in the center of the document. There are no other folds or creases.
TEXT	Notary seals are in the center of the bottom two paragraphs. Probably written by different people.
STAINS	Heavy staining along the edges, and some across the bottom.
RECTO	Just stains.

Condition Examination

Date: 2/2/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.7.9

Fragment 1304 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	3	23	1	26.4 x 30.8

NOTES:

EDGES	The left, right, and top edges all are moderately damaged by rodents/insects.
HOLES	There are 14 holes in this document, all of which seem to be holes from insect or handling damage except for two small sewing holes along the bottom edge of the left side.
SKIN	Very thick, very stiff.
FOLDS/ CREASES	The document rests in a folded confirmation due to a central vertical fold. This is different than the other documents. There are some wrinkles along the top edge as well.
TEXT	N/A
STAINS	This document is heavily stained. The top $\frac{3}{4}$ of the sheet has darkened in comparison to the pale bottom skin.
RECTO	Roman numeral/year.
OTHER	Ornate Initial

Condition Examination

Date: 2/7/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII.7

Date: 1301

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	75	2	71.7 x 32

NOTES:

EDGES	Bottom edge in good condition. Top edge missing right side/top right corner to rodent/insect damage, and has two 3cm deep tears, and two 1 cm deep tears. Right and left edges are harboring heavy insect/rodent damage resulting in the loss of most of the edge, and some deep losses which have eradicated text.
HOLES	There are 15 holes in this document. A row of sewing holes runs along the bottom edge of the document where a decent amount of string still resides. There is one sewing hole at the top, and three small damage holes towards the upper right edge.
SKIN	Thicc and stiff
FOLDS/ CREASES	The document is rigidly folded three times. Generally warped, highly probable that this document was once rolled.
TEXT	Notary seals in the centers of the bottom two paragraphs.
STAINS	Yellowed throughout, heavily stained on the upper right hand side and the top, obscuring some text. Discoloration and speckles dominate the left edge.
RECTO	Text, Roman numeral/year.

Condition Examination

Date: 2/7/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII.5

Date: 1284

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	38	2	42.2 x 17.5

NOTES:

EDGES	Top edge slightly folded over onto itself, and bottom edge in good condition. Left edge has moderate insect/rodent damage with some small losses and one 1 cm tear. The right edge has minimal insect/rodent damage.
HOLES	There are five holes in this document all having arisen from unintentional damage from handling, rodents, or insects.
SKIN	Smooth, thick, rigid at the top and bottom. Thick soft and flexible in the left center.
FOLDS/ CREASES	The document rests in a folded confirmation due to a rigid horizontal fold. The top edge is slightly yet rigidly folded over, and the skin is generally warped. There are remnants of two parallel, horizontal creases along the bottom of the document.
TEXT	Bottom paragraph is darker than the rest. Notary seals live in the centers of the bottom two paragraphs.
STAINS	Heavy staining across the center of the document. Moderate staining across the whole of the document. Speckles along the right edge, and discoloration along all the edges.
RECTO	Text, Roman numeral/year.

Condition Examination

Date: 2/8/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII.4

Date: 1282-83

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	7	86	3	61.6 x 25

NOTES:

EDGES	Bottom edge was cut after the creation of the document as the bottom text is cut off. Top edge in good condition except two deep cuts. Right edge has a 4 cm deep tear and minimal insect/rodent damage. Left edge has minimal rodent/insect damage, also was cut after the creation of the document as the left text is cut off.
HOLES	There are 242 holes in this document. There are several large holes from damage, four along the right vertical crease of the document, two in the bottom right side, one in the leftmost column of central sewing holes, and two along the top crease. There are many more small damage holes throughout the document. There are many sewing holes in this document. . There are holes along the entirety of the left edge. The central area has five 7 cm long columns of densely packed, very small sewing holes. There is a cross of sewing holes at the very bottom of the document. In many of these holes there is still string left.
SKIN	Thick and soft, variably relaxed and stiff.
FOLDS/ CREASES	Document rests folded into thirds due to two rigid horizontal folds in the document. The document is overall quite warped, and is wrinkled in some areas. There are many creases in the document. Two running vertically to the text, one on the left side one on the right, six running horizontally, including the two main folds, two at the top, two in the center bracketing the sewing columns, and two towards the bottom. There is also evidence of an envelope fold at the bottom of the document from the diagonal creases converging to point downward.
TEXT	Every other paragraph begins with a notary seal and is indented.
STAINS	The document is quite stained. The overall document has a dirty appearance. The right edge shows evidence of water damage due to the staining patterns.
RECTO	Lots of big text.

Condition Examination

Date: 2/8/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII.3

Date: 1282 A

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	4	57	2	38 x 23.6

NOTES:

EDGES	Left edge, minimal insect/rodent damage, right edge, minimal insect/rodent damage, and cut after the writing of the text as the right side is cut off. Bottom in good condition. Top has three small (1-2cm) tears and is cockled.
HOLES	There are 294 holes in this document. There is one hole resulting from damage in the upper right hand corner of the document, all others are the result of sewing, or sewing holes tearing together. A row of sewing runs along the top, and two columns about 1.5 cm apart run down the right and left sides of the document. In the center, there are four 8.5 cm long columns of very densely packed sewing holes, and one long tear parallel to these columns which has been previously repaired via a parchment patch adhered to the back. In the bottom left area there was also a tear in the parchment upon its making and it has been sewn shut, with the string still present.
SKIN	The skin is variably relaxed and stiff, quite thick, and overall fairly wrinkled.
FOLDS/ CREASES	The document rests flat. There is evidence of past folding from crease lines throughout the document. Two run vertically to the text, one on the left side one on the right. Four run horizontally to the text, two at the top of the document, and two bracketing the central sewing columns.
TEXT	Each successive paragraph is indented further than the last. The second and fourth paragraphs begin with notary seals.
STAINS	The document is fairly stained with a darkened left side and droplets throughout. The overall document has a dirty appearance.
RECTO	Big text.

Condition Examination

Date: 2/8/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII.2

Date: 1282 B

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	5	29	2	22.6 x 25.8

NOTES:

EDGES	Top edge minimal insect/rodent damage. Left edge minimal insect/rodent damage, and was cut after the document was writing as there is some text evident cut off on the left side. Right edge is good except for a large central loss and surrounding wrinkles. Bottom edge is good, but was cut after the creation of the document as the bottom text is cut off right at the beginning of the fifth paragraph.
HOLES	There are 79 holes in this document, only two of which are small damage related holes in the center of the document. The rest are very small sewing holes. The sewing holes run along the right and left hand sides of the document, in a row through the center, and densely packed in a cross or an upside down T shape at the center of the bottom edge.
SKIN	Thick and fairly uniformly relaxed.
FOLDS/ CREASES	The document rests folded in half due to a central rigid horizontal fold. There is evidence of past folding due to the crease lines throughout the membrane. Two run vertically to the text, one along the right hand side and one along the left. There is also evidence of an envelope fold at the bottom of the document from the diagonal creases converging to point downward.
TEXT	Every other paragraph is indented and begins with a notary seal. Some fading especially in the second paragraph.
STAINS	There is minimal staining on this document. The overall document has a dirty appearance.
RECTO	Speckles. Only the year and faint text.

Condition Examination

Date: 2/8/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII. 1

Date: 1244

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	47	1	33.9 x 15.4

NOTES:

EDGES	Left edge minimal insect/rodent damage. Right edge, moderate insect/rodent damage with three 2-3 cm deep tears. Top, good condition except one 1x1 cm loss. Bottom, good condition except one 3 x 1 cm loss.
HOLES	There are 9 holes in this document, all of which are quite small, and have arisen from unintentional damage via handling, or rodents/insects.
SKIN	Moderate thickness, fairly stiff but bendy.
FOLDS/ CREASES	The document rests flat. There are no hard creases. However the document is quite wavy from top to bottom with its wave peaks and valleys running parallel to the text. This might suggest the sheet was once rolled.
TEXT	Paler at the top of the document than at the bottom.
STAINS	Heavily stained. Overall a much darker sheet of parchment than others. Some of the text is lost or obscured due to this staining.
RECTO	Big paragraph of text, not like other big text though.

Condition Examination

Date: 2/8/18

Examiner: Annabel Pinkney

Call Number: JCHANKS.MSFrag.VII.8

Date: 1303

Membranes	Paragraphs	Lines	Images	Dimensions (cm)
1	1	92	0	67.5 x 27.1

NOTES:

EDGES	Top edge, minimal insect/rodent damage. Left edge, moderate rodent insect damage with two areas of loss on the top half of the edge. The right edge also has moderate insect/rodent damage. Bottom edge, moderate insect/rodent damage with harsh folding and precarious losses.
HOLES	There are 43 holes in this document. The only sewing holes serve the purpose of repairing a small tear near the bottom of the right side- the string is still present in this repair. The other holes in this document have all arisen from damage (mostly insect/rodent), and pose varying threats. Most of the holes lie along the center crease, but the others are scattered throughout the document.
SKIN	Quite stiff and thick.
FOLDS/ CREASES	This document lies in purgatory between being folded and rolled. The document was evidently once rolled, then squished while rolled, resulting in a resting triangle-like confirmation. When unrolled, there are many harsh waves which get consecutively closer together from top to bottom.
TEXT	The text is much thinner in some areas, perhaps even written in different handwriting.
STAINS	Moderately stained in terms of quantity, but the stains that do exist are harsh and large, obscuring text and totally weakening the parchment in those areas.
RECTO	Roman numeral/year.

GOOD CANDIDATE FOR CONSERVATION

Appendix B | Treatment Proposal and Approval via e-mail Correspondence

4/8/2018

Mail - pinkney.13@buckeyemail.osu.edu

RE: Thesis Update: Treatment Proposal

JC Hanks <jc@lmscolumbus.com>

Mon 3/26/2018 11:05 AM

Inbox

To: Pinkney, Annabel L. <pinkney.13@buckeyemail.osu.edu>;

Cc: Johnson, Eric <johnson.4156@osu.edu>;

Thanks Annabel,

Its great to hear from you. I'm totally fine with whatever you guys decide to do. I look to Eric for guidance these decisions as well. In regards to the specific roll with faces, I like the idea of it being returned to its original shape but would again defer to Eric and you.

Keep in touch!

JC

From: Pinkney, Annabel L. [mailto:pinkney.13@buckeyemail.osu.edu]

Sent: Monday, March 26, 2018 11:02 AM

To: JC Hanks

Cc: Johnson, Eric

Subject: Re: Thesis Update: Treatment Proposal

Hi JC,

I'm adding you into this email chain to verify the proposed treatments (below) for your collection! If you see any issue please let me know. We won't start working on these until your approval either, so feel free to take your time thinking about it. Everything below was approved by Marcela, the new head of conservation, and will be completed under her supervision until I graduate when she will take it over.

Just for clarification, Eric and JC; when I mentioned the roll with the faces, I was not intending to unroll or flatten it by any means, I'm just wondering if you'd like it to return to a rounded circular roll, or for it to remain as a squashed, folded roll. I think it looks nice and compact the way it is now, but we will have to relax it a bit anyway if it is to be digitized (because it is so warped), so this would give us the opportunity to roll it in a rounded manner if so desired.

Thank you!

Best,

Annabel Pinkney



Annabel Pinkney

4/8/2018

Mail - pinkney.13@buckeyemail.osu.edu

Preservation Student Assistant, University Libraries Tech Center
 President of Art Club at The Ohio State University
 College of Arts and Sciences Major, B.A. Chemistry. Minors, History of Art, Studio Art
pinkney.13@osu.edu

Buckeyes consider the environment before printing.

From: Johnson, Eric <johnson.4156@osu.edu>
Sent: Thursday, March 22, 2018 10:45 AM
To: Pinkney, Annabel L.
Subject: RE: Thesis Update: Treatment Proposal

Hi Annabel,

Thanks for your message. I'm ok w/ all of the treatment proposals you've made, but as I've said before, these are JC's property, so please be sure to run any proposals by him for final approval. Before you do anything you'll need to have his approval on file (and copied to me).

As for the final shape of currently folded documents: The one JC likes so much should definitely be kept in its rolled format. Some of the others I'd be willing to consider flattening. A general rule of thumb should be:

If it's a multi-membrance document (multiple pieces sewn together), let's keep things in a rolled format.
 If it's a single-piece document that's been folded once or repeatedly, let's plan to flatten those.

JC should also approve any such activity, so please run this by him as well.

Thanks!

E

Eric J. Johnson, Ph.D.
 Associate Professor and Curator of Rare Books & Manuscripts
 Rare Books & Manuscripts Library
 The Ohio State University Libraries
 119B Thompson Library
 1858 Neil Avenue
 Columbus, OH 43210

Tel: 614-688-8795
 Fax: 614-688-8417
<https://www.facebook.com/RBMSatOSU>

From: Pinkney, Annabel L. [pinkney.13@buckeyemail.osu.edu]
Sent: Tuesday, March 20, 2018 10:04 PM
To: Johnson, Eric
Subject: Thesis Update: Treatment Proposal

Hi Eric!

I'm writing with some further information and inquiry concerning my thesis project. As you probably gathered from Emily's email a couple weeks ago and from seeing Marcela and I in the reading room this morning, I have finished my survey of the rolls and I am ready to continue into the process of digitization.

4/8/2018

Mail - pinkney.13@buckeyemail.osu.edu

I wanted to clarify with you that you had intended to have each document fully digitized, correct? The reason I must ask is because several of the documents are warped or folded to a degree which will vastly decrease the clarity of the resultant digital images. Specifically, I am referring to rigid folds which obscure textual information of the documents and would generally make the photography process much more challenging.

I am attaching images of three manuscripts in this collection to illustrate some potential issues. The first is a piece which is especially unstable and would benefit from repair (proposed below). The next two show the way in which some of the documents are unable to rest in a relaxed enough state to be imaged at a high standard. I imagine the text being accessible is especially important if the images are being sent abroad to be analyzed, and a necessity if the images are to be available online for universal access.

The available textual information in each image will really depend on the extent of treatment each manuscript receives. For these reasons, I would like you to consider the following treatment of these documents.

This process will entail:

1. Thorough "Before" documentation. This means the information provided by the present physical state will be preserved. These photos can be stored with the documents or remain as an online reference- to your preference.
2. Minimal cleaning. A simple, dry surface cleaning technique will remove any dirt or unwanted particles on the skin. This is absolutely necessary to prevent grime from imbedding into the skin upon further treatment.
3. Relaxation. Only documents with obscured information or those not be suitable for digitization would be gently relaxed via a method that provides the most control and least intervention. This will be judged on a case by case basis and will be monitored diligently. This is not intended to change the format of the rolls- merely to aid in access.

1. Note that most of these documents will not need to be entirely humidified, and almost all of this work will be done locally.

4. Three specific documents in the collection based on my survey have shown the possibility of deterioration under normal handling. For these documents I propose consolidation of frayed edges and precarious tears using Goldbeater's skin and gelatin- both collagen-based materials that are quite compatible with parchment.

1. Goldbeater's skin is not what I used on the rolls in my previous project in 2016. It is a much thinner and more compatible patchwork method that I have found to be universally accepted in parchment repair.

5. Materials will be documented and housed.

I am proposing what I believe are the absolute minimal actions which will ensure a complete balance between preservation of the physical history of the documents, the output of digital images which will allow a viewer to read the text in full, and security of the future condition of the documents considering their availability for public use. Each of these proposed treatments has been approved and supported by Marcela as well.

Please consider these proposed steps. Do these actions align with your expectations of the collection?

Lastly, there are still some decisions on which I would like your input. Would you like the manuscripts which are folded in half or thirds to be folded back to the way in which they are now after relaxation for imaging? Or would you like them to rest in a relaxed state, having the before pictures as historical documentation of this format? Concerning the roll which JC is especially fond of (with the images of the man), would you like this to be returned to a rolled format, or to remain in the folded-roll form it is in now?

4/8/2018

Mail - pinkney.13@buckeyemail.osu.edu

I may not be able to complete a majority of these treatments before I graduate, but the preservation staff is happy and eager to inherit this work.

Thank you very much!

Best,
Annabel



Annabel Pinkney

Preservation Student Assistant, University Libraries Tech Center

President of Art Club at The Ohio State University

College of Arts and Sciences Major, B.A. Chemistry. Minors, History of Art, Studio Art

pinkney.13@osu.edu

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